



2020 Census

Local Update of Census Addresses Operation (LUCA)

Training – Digital/Digital Participants

2020 LUCA schedule

Timeframe		Activity
January 2017	✓	Advance Notice mailing mailed to Highest Elected Officials (HEOs), Tribal Chairs (TCs), Governors and other potential 2020 LUCA contacts.
March 2017	✓	2020 LUCA Promotional presentations began.
July 2017	✓	2020 LUCA invitation and registration materials mailed to HEOs, TCs and Governors.
October 2017	✓	2020 LUCA Training workshops began.
December 15, 2017	✓	2020 LUCA registration deadline.
February - April 2018		Participants receive their 2020 LUCA materials.
March - September 2018		Census Bureau processes 2020 LUCA submissions.
April 2018 - May 2019		Census Bureau validates 2020 LUCA addresses.
Summer 2019		Census Bureau delivers 2020 LUCA feedback.
April 1, 2020		CENSUS DAY.

Things to consider

- How much time can you devote to LUCA review?
 - Only 120 calendar days to conduct review upon receipt of materials.
- Does your jurisdiction have an address list or access to an address list?
- Does the address list include multiunit structure identifiers (Apt 1, Unit A2, #4, etc.)?
- Does the address list include both residential and commercial addresses or include records that are not structures? If yes, are the residential records distinguishable?

Potential address sources

- Annexation records.
- Assessment or tax files (residential units).
- Driver's license files.
- E-911 address files.
- Housing inspection records or occupancy permits.
- Local utility records.
- New housing construction or building permits.
 - Include only if final roof, doors, and windows will be in place on Census Day, April 1, 2020.
- Planning and zoning records.
- School enrollment records.
- Voter registration files.

Identify priorities

- Apartment buildings and/or areas of concentrated multiunit housing.
- Areas along governmental boundaries.
- Areas of new residential construction.
- Blocks with the greatest differences between the Census Bureau's address block count and your address block count.
- E-911 address conversions.
- Group Quarters (e.g., housing such as college dorms and nursing homes).
- Mobile home parks or new, scattered mobile homes.
- Single-family homes converted to multifamily homes, and vice versa.
- Warehouses converted to residential lofts.

Title 13 U.S.C. – confidentiality and security

- Information provided to/from LUCA is covered under Title 13 of the United States Code which requires the U.S. Census Bureau:
 - Ensure confidential treatment of census-related information, including individual addresses and map structure points.
 - Maintain the confidentiality of all information it collects.
- LUCA requires all liaisons, reviewers, and anyone with access to Title 13 materials abide by the *Confidentiality and Security Guidelines* and requires all LUCA participants sign the *Confidentiality Agreement Form (D-2005)*.

Title 13 U.S.C. – confidentiality and security (cont'd)

- Private information is NEVER published.
- Collect information ONLY to produce statistics.
- Sworn to maintain confidentiality for LIFE.
- Violating the law is a serious federal crime. Anyone who violates this law will face severe penalties, including a federal prison sentence of up to five years, a fine of up to \$250,000, or both.

DVD(s) of LUCA digital materials

Three DVDs

- One with Title 13 data in “shape” folder.
 - “Shape folder”
 - » 2020LUCA_<EntityID>_DISK1of2.exe **Address list**
- One with non-Title 13 data in “shape” folder.
 - Root directory
 - » 2020LUCA_digital_respondent_guide.pdf
 - » 2020LUCA_GUPS_respondent_guide.pdf
 - » 2020LUCA_header_file.txt
 - » LUCA20_inventory.pdf
 - » Readmefirst6.txt
 - “Shape” folder
 - » 2020LUCA_<EntityID>_DISK2of2.exe **Address count list
Shapefiles**
- One with GUPS installation software.

Digital materials initial setup

- For digital/digital installation:
 - Space requirement: recommend reserving 2 Gb
 - RAM requirement: 4 Gb
- For GUPS installation:
 - Space requirement: recommend reserving 4 Gb
 - RAM requirement: 1.3 Gb

Digital materials initial setup

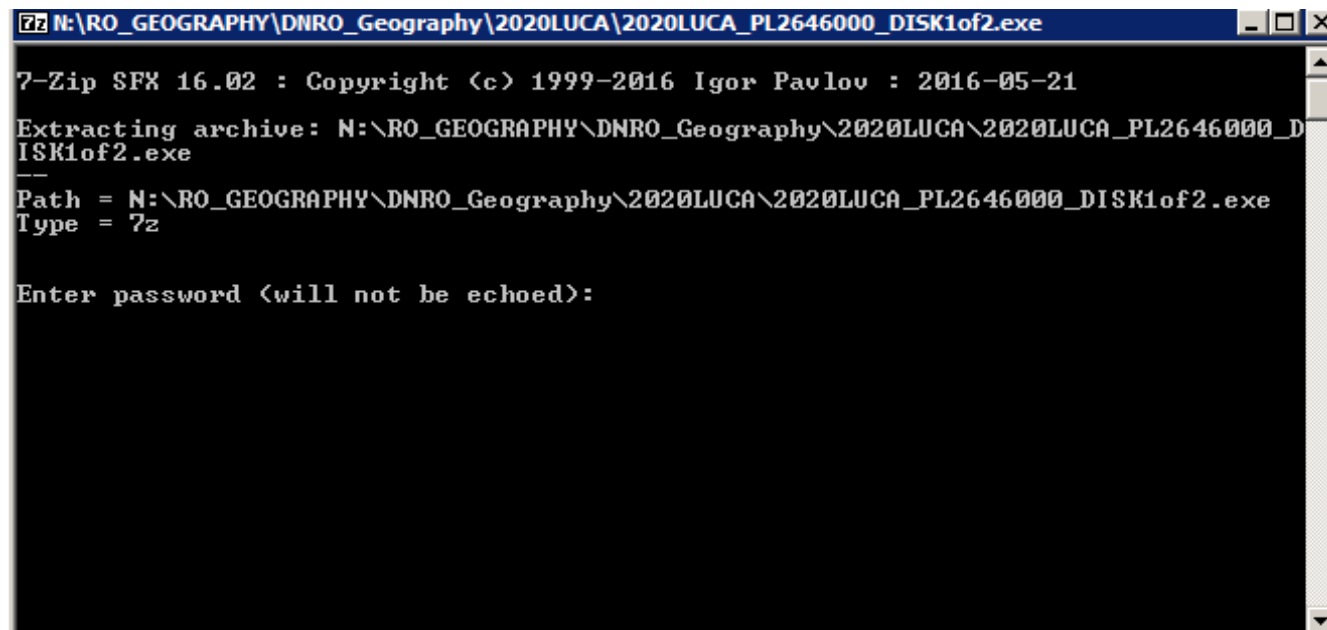
- Ensure *Confidentiality and Security Guidelines* followed and Title 13 security in place prior to installation of DVD material to local drive.
- Review the “readmefirst#” txt file on DVD.
- Review presentation again upon receipt of materials.
- Use presentation in conjunction with Respondent Guide and the *2020 LUCA Quick Start Guide*.

Suggested setup of local system

- If DVDs damaged, incomplete, or files corrupted contact Geographic Programs Support Desk at: 1-844-344-0169.
- If DVDs ok, create folder named “2020LUCA”.
- Copy contents of DVD into “2020LUCA” folder.
- Execute the various .exe files (if present).
- Review the other files on DVD for additional instructions.
- Review the 2020 LUCA Respondent Guides for instructions on use.

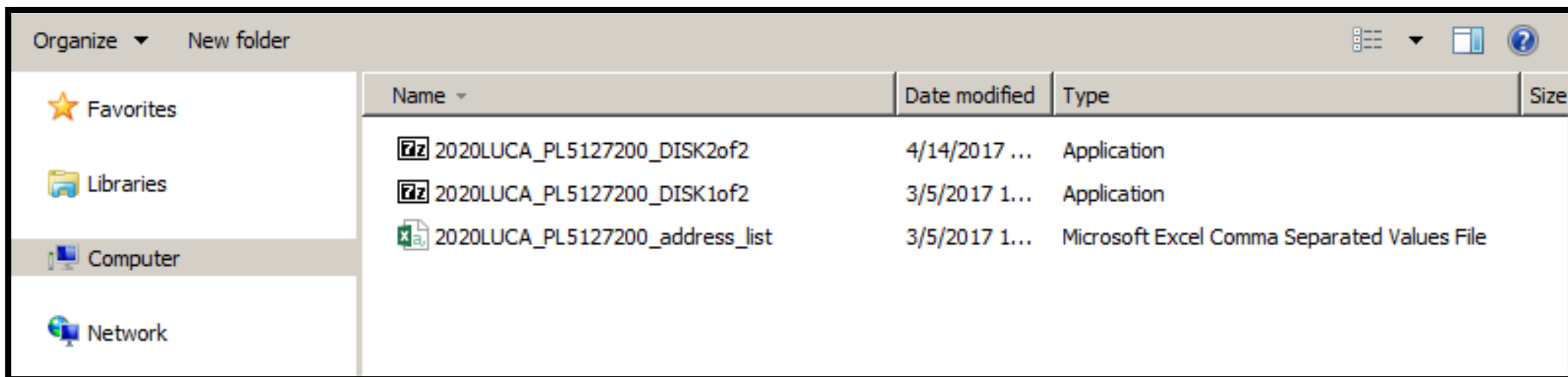
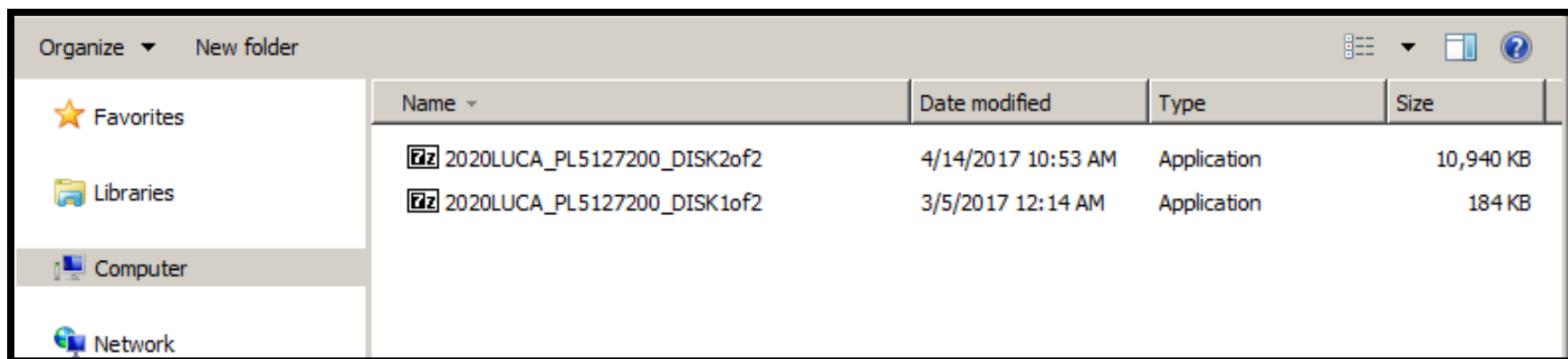
Extracting 2020LUCA_<EntityID>_DISK1of2.exe

- Navigate to the “2020LUCA” folder.
- If present, double click on the file named “2020LUCA_<EntityID>_DISK1of2.exe”.
- Command prompt opens, requests password & closes upon completion.



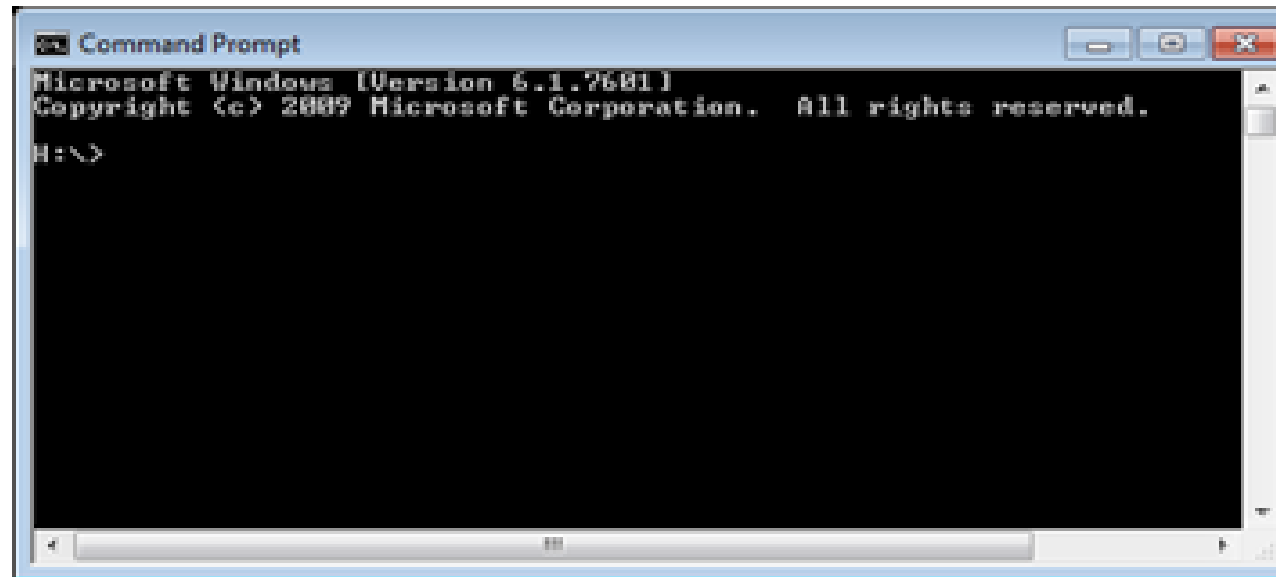
```
N:\RO_GEOGRAPHY\DNRO_Geography\2020LUCA\2020LUCA_PL2646000_DISK1of2.exe
7-Zip SFX 16.02 : Copyright (c) 1999-2016 Igor Pavlov : 2016-05-21
Extracting archive: N:\RO_GEOGRAPHY\DNRO_Geography\2020LUCA\2020LUCA_PL2646000_DISK1of2.exe
Path = N:\RO_GEOGRAPHY\DNRO_Geography\2020LUCA\2020LUCA_PL2646000_DISK1of2.exe
Type = 7z
Enter password (will not be echoed):
```

2020LUCA_<EntityID>_DISK1of2.exe – visual

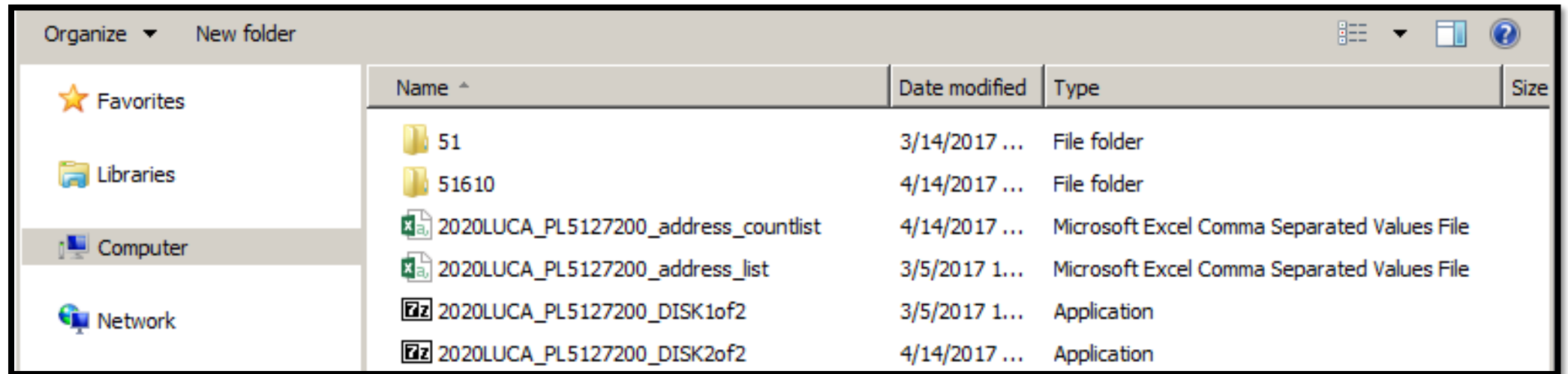
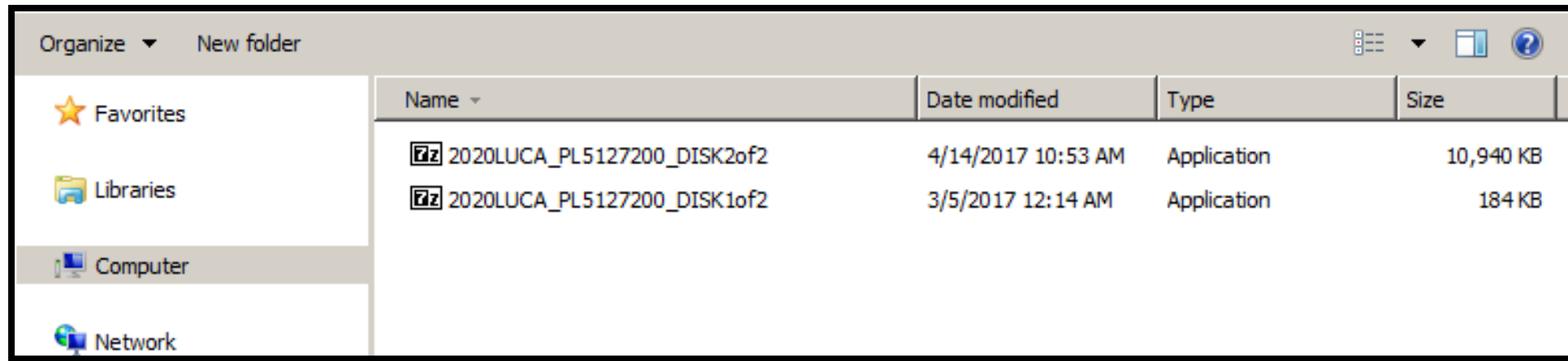


Extracting 2020LUCA_<EntityID>_DISK2of2.exe

- Navigate to the “2020LUCA” folder.
- If present, double click on the file named “2020LUCA_<EntityID>_DISK2of2.exe”.
- Command prompt opens and closes upon completion.



2020LUCA_<EntityID>_DISK2of2.exe – visual



File naming convention – digital materials

- Address List.
 - 2020LUCA_XXyyyyyyyyyyyyy_address_list.csv
 - 2020LUCA_TRxxxxTAyyyyy_address_list.csv
- Address Count List.
 - 2020LUCA_XXyyyyyyyyyyyyy_address_countlist.csv
 - 2020LUCA_TRxxxxTAyyyyy_address_countlist.csv
- TIGER Partnership shapefiles.
 - PVS_17_v2_<layername>_SSCCC.shp
 - PVS_17_v2_<layername>_SS.shp

File naming convention – Address List

- 2020LUCA_XXyyyyyyyyyyy_address_list.csv
 - 2020LUCA_ST20_address_list.csv (State of Kansas).
 - 2020LUCA_CO20001_address_list.csv (Allen County, KS).
 - 2020LUCA_PL2000125_address_list.csv (Abilene city, KS).
 - 2020LUCA_MC2000120550_address_list.csv (Elm township, KS).
- 2020LUCA_TRxxxxTAyyyyy_address_list.csv
 - 2020LUCA_TR0197TA2980_address_list.csv (Prairie Band of Potawatomi Nation Reservation).
 - TR0197 = Prairie Band Potawatomi Nation.
 - TA2980 = Prairie Band of Potawatomi Nation Reservation.

File naming convention – TIGER Partnership shapefiles

- PVS_17_v2_<layername>_SSCCC.shp
 - PVS_17_v2_edges_20001.shp (edges for Allen County, KS).
 - PVS_17_v2_tabblock2010_20001.shp (2010 Census tabulation blocks for Allen County, KS).
 - PVS_17_v2_place_20001.shp (place boundaries for Allen County, KS).
 - And numerous others.
- PVS_17_v2_<layername>_SS.shp **(for reference and query only)**.
 - PVS_17_v2_state_20.shp (Kansas state boundary).
 - PVS_17_v2_county_20.shp (county boundaries within Kansas).
 - PVS_17_v2_place_20.shp (place boundaries within Kansas).
 - And numerous others.

Address List – Title 13

- Census residential addresses.
 - City style and non-city style.
- Contain census geographic codes.
 - State, county, census tract, and census block.
- Comma Delimited Text (.csv) format.
 - **MUST import not simply open or “double-click”.**
- 24 fields: Maximum 649 characters per record.
- First row = Header row.
 - Remove spaces from field names, if using Esri’s ArcGIS.

Address List record layout

	Max Character Length	Field Name	Description	Editable
1	7	LINE_NUMBER	Sequential number for each address record in the file.	N
2	9	MAFID	Unique control number assigned to each MAF address.	N
3	12	ENTITY	Unique number assigned by the Census Bureau to each entity.	N-existing Y-adds
4	1	ACTION	Entered by the participant to indicate an action taken on the address.	Y
5	2	STATEFP	Two-digit State FIPS Code.	Y
6	3	COUNTYFP	Three-digit County FIPS Code.	Y
7	7	TRACT	The Census Tract Number consist of six digits with a decimal between the fourth and fifth digit corresponding to the basic census tract number and with leading zeroes for tracts that are not four digit and trailing zeroes for census tracts without a suffix.	Y
8	4	BLOCK	Four-digit 2010 Tabulation Census Block Number. Census blocks are numbered uniquely from 0000 to 9999 within census tract, which nest within state and county. The first digit of the census block number identifies the block group.	Y
9	15	GEOID	Concatenation of state, county, tract, and block fields for use in joining the block level data to the blocks in the TIGER partnership shapefiles.	N
10	1	GQ_FLAG	Displays a 'Y' if the address is a group quarters.	N

- Refer to Table 3 located in your Respondent Guide for complete record layout.

Address List – Microsoft Excel example

****No Title 13 Data Displayed****

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
	LINE_	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ_	HOUSENUMBER	STREETNAME	APARTMENT	ZIP	GQ	FA	LO	NO	NO	MAPSPOT	USE	LAT	LONG	CITY_
1	NUMBER									FLAG			UNIT		NA	CIL	CA	NC	NC					STYLE
2	124	000000505	PL5127200		51	610	5001.00	1030	516105001001030		1935	Eggman Rd	A	31407						0001		36.88574596	-67.17556610	Y
3	125	000000506	PL5127200		51	610	5001.00	1030	516105001001030		1935	Eggman Rd	B	31407						0001		36.88574596	-67.17556610	Y
4	126	000000507	PL5127200		51	610	5001.00	1030	516105001001030		1935	Eggman Rd	C	31407						0001		36.88574596	-67.17556610	Y
5	127	000000508	PL5127200		51	610	5001.00	1030	516105001001030		1935	Eggman Rd	D	31407						0001		36.88574596	-67.17556610	Y
6	224	000000599	PL5127200		51	610	5001.00	1034	516105001001034		3501	Leon Rd		31407						0010		36.43412557	-67.75415682	Y
7	454	99995555	PL5127200		51	610	5001.00	2001	516105001002001		3526	Pueblo Trl		31402										Y
8	688	989866571	PL5127200		51	610	5002.00	2000	516105002002000		202	Cassiopeia Dr		31402										Y
9	844	024510332	PL5127200		51	610	5002.00	3012	516105002003012		500	Donahue St		31408										Y
10	845	025468521	PL5127200		51	610	5002.00	3012	516105002003012		502	Donahue St		31408										Y
11	846	026347810	PL5127200		51	610	5002.00	3012	516105002003012		504	Donahue St		31408										Y
12	847	024598100	PL5127200		51	610	5002.00	3012	516105002003012		506	Donahue St		31408										Y
13	848	025531499	PL5127200		51	610	5002.00	3012	516105002003012		508	Donahue St		31408										Y
14	941	002200146	PL5127200		51	610	5003.00	1010	516105003001010		1201	Mount Rd		31405						0001		36.87726074	-67.16554319	Y
15	942	000040147	PL5127200		51	610	5003.00	1010	516105003001010		1203	Mount Rd		31405						0002		36.88249405	-67.18038156	Y
16	943	030900148	PL5127200		51	610	5003.00	1010	516105003001010		1207	Mount Rd		31405						0003		36.88848317	-67.18320951	Y
17	987	214554811	PL5127200		51	610	5003.00	2024	516115003002024		101	Court St		31402						0004		36.50212532	-67.24165884	Y

Address Count List – not Title 13

- Residential address census block tallies.
 - Housing units and Group Quarters.
- Reference only.
 - Identify inconsistencies between census block counts and your jurisdiction's block counts.
- Comma Delimited Text (.csv) format.
 - **MUST import not simply open or “double-click”.**
- 13 fields: Maximum 140 characters per record.
- First row = Header row.
- “Unable to Geocode” tally for state and county participants.

Address Count List record layout

	Max Character Length	Field Name	Description
1	2	STATE	Two-digit FIPS State code.
2	3	COUNTY	Three-digit FIPS County code.
3	7	TRACT	The Census Tract Number consist of six digits with a decimal between the fourth and fifth digit corresponding to the basic census tract number and with leading zeroes for tracts that are not four digit and trailing zeroes for census tracts without a suffix.
4	4	BLOCK	Four-digit 2010 Tabulation Census Block Number. Census blocks are numbered uniquely from 0000 to 9999 within census tract, which nest within state and county. The first digit of the census block number identifies the block group.
5	15	GEOID	Concatenation of state, county, tract, and block fields for use in joining the block level data to the 2010 tabulation blocks in the TIGER partnership shapefiles.
6	7	ORIGINAL_COUNT_OF_HUs	Total number of addresses in the entity count list identified as residential housing units by data in the MAF.
7	7	CURRENT_COUNT_OF_HUs	Total number of addresses in the entity count list identified as residential housing units by data in the MAF. This number will be the same as Original Count of Census HUs in product creation. (For use with GUPS.)

- Refer to Table 4 located in your Respondent Guide for complete record layout.

Address Count List – Microsoft Excel example

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	STATE	COUNTY	TRACT	BLOCK	GEOID	ORIGINAL_COUNT_ OF_HUs	CURRENT_COUNT_ OF_HUs	LOCAL_COUNT_ OF_HUs	DIFFERENCE_IN_ HUs	ORIGINAL_COUNT_ OF_GQs	CURRENT_COUNT_ OF_GQs	LOCAL_COUNT_ OF_GQs	DIFFERENCE_IN_ GQs
125	51	610	5002.00	2001	516105002002001	3	3	0	3	0	0	0	0
126	51	610	5001.00	2010	516105001002010	6	6	0	6	0	0	0	0
127	51	610	5002.00	4008	516105002004008	3	3	0	3	0	0	0	0
128	51	610	5003.00	2008	516105003002008	3	3	0	3	0	0	0	0
129	51	610	5001.00	1014	516105001001014	3	3	0	3	0	0	0	0
130	51	610	5003.00	1016	516105003001016	7	7	0	7	0	0	0	0
131	51	610	5001.00	1002	516105001001002	3	3	0	3	0	0	0	0
132	51	610	5002.00	1012	516105002001012	3	3	0	3	0	0	0	0
133	51	610	5002.00	3006	516105002003006	3	3	0	3	0	0	0	0
134	51	610	5002.00	2008	516105002002008	5	5	0	5	0	0	0	0
135	51	610	5002.00	1013	516105002001013	3	3	0	3	0	0	0	0
136	51	610	5002.00	4004	516105002004004	3	3	0	3	0	0	0	0
137	51	610	5003.00	2027	516105003002027	3	3	0	3	0	0	0	0
138	51	610	5003.00	1037	516105003001037	2	2	0	2	0	0	0	0
139	51	610	5003.00	1021	516105003001021	2	2	0	2	0	0	0	0
140	51	610	5001.00	2014	516105001002014	3	3	0	3	0	0	0	0
141					Unable to Geocode	33	33	0	33	2	2	0	2
142					TOTAL	1644	1644	0	1644	20	20	0	20

TIGER Partnership shapefiles

- Created from Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) System.
- Require use of a Geographic Information Software (GIS).
- County based shapefiles, regardless of entity.
- Do not contain structure points, so not Title 13 material.
 - Generate structure points using Census Bureau's digital address list (Title 13 material); refer to Respondent Guide Chapter 6.
- Retain vintage for use in feedback products.

Edits to the TIGER Partnership shapefiles

- **Address focused operation**, but updates to address list may require updates to digital maps.
- Allow submission of linear feature updates electronically.
 - Importing shapefiles, editing features, and exporting shapefiles.
- Edges shapefile contains all linear features (road, rail, hydro).
 - Used to Add Lines, Delete Lines, or Change Attribution **for roads**.
- Tabblock2010 shapefile contains tabulation blocks used for 2020 LUCA.
 - Used to geocode addresses.
- More details in Respondent Guide Chapter 5.

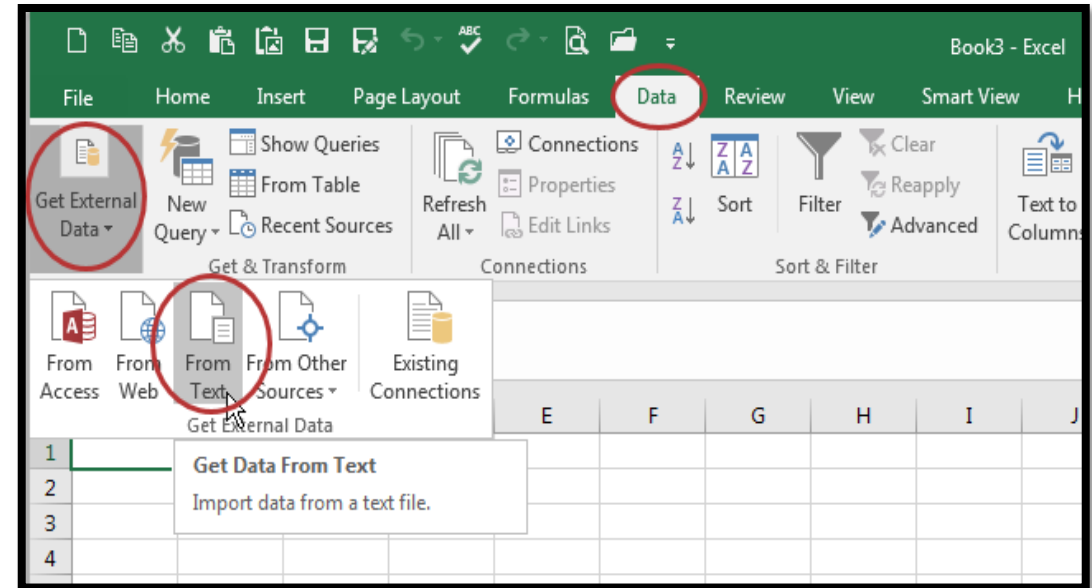
Getting started with LUCA digital materials

- Opening .csv files in Microsoft Excel.
- Opening .shp files in Esri ArcGIS.

Opening .csv files in Microsoft Excel:

Data – Get External Data – From Text

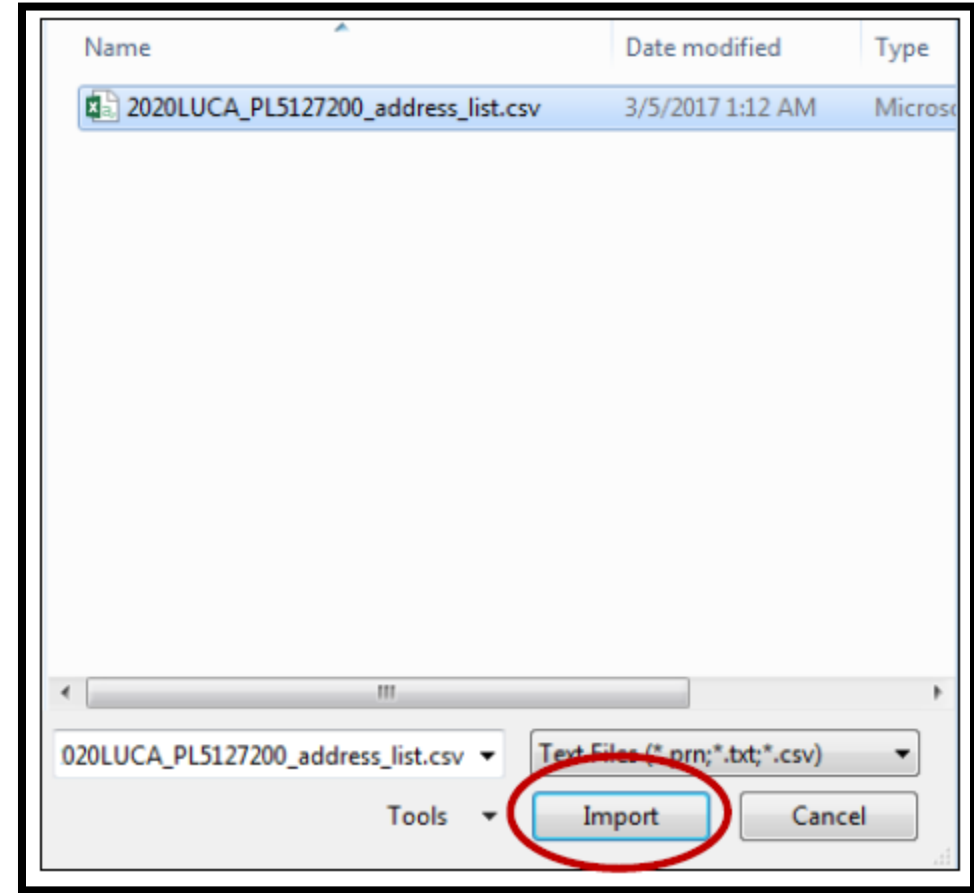
- Launch Microsoft Excel and open a blank workbook.
- Choose ***Data – Get External Data – From Text.***



Opening .csv files in Microsoft Excel:

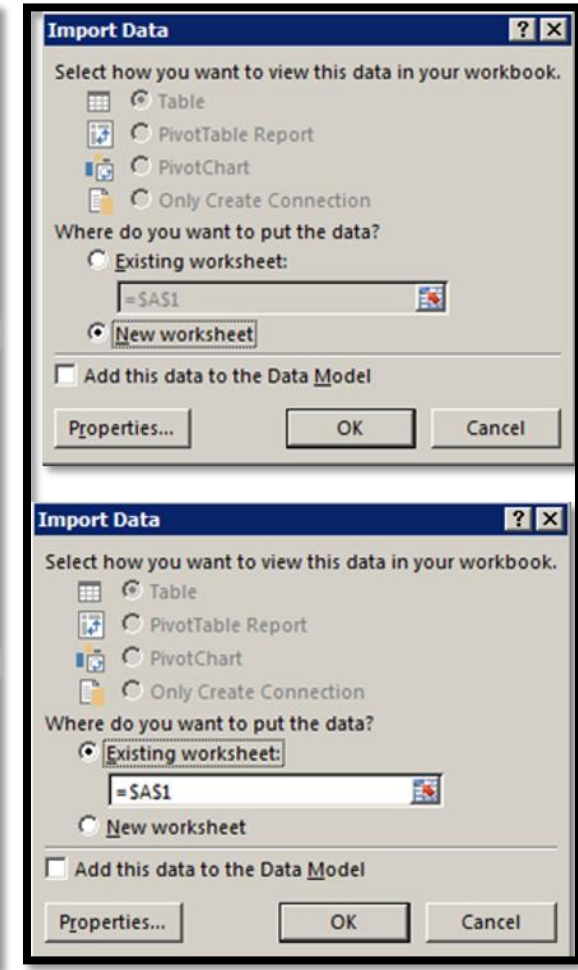
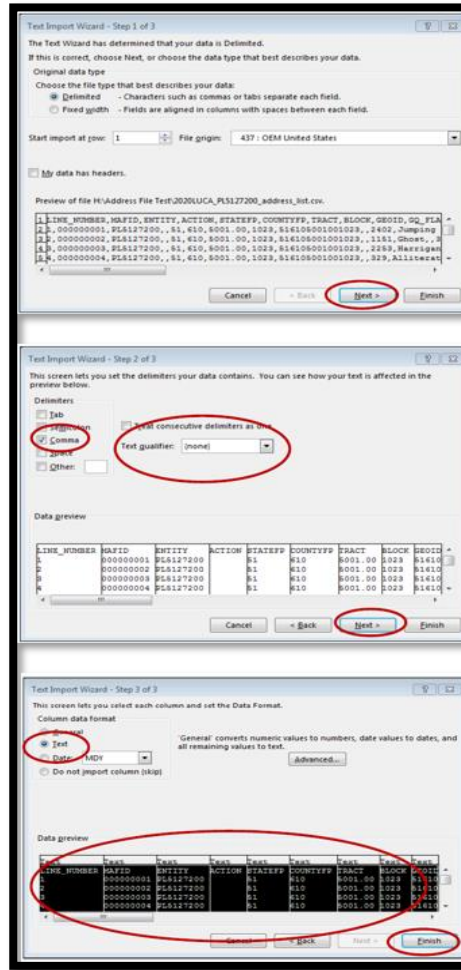
Navigate – Import

- Navigate to the “2020LUCA” folder, choose the .csv and then choose ***Import***.



Opening .csv files in Microsoft Excel: Text Import Wizard

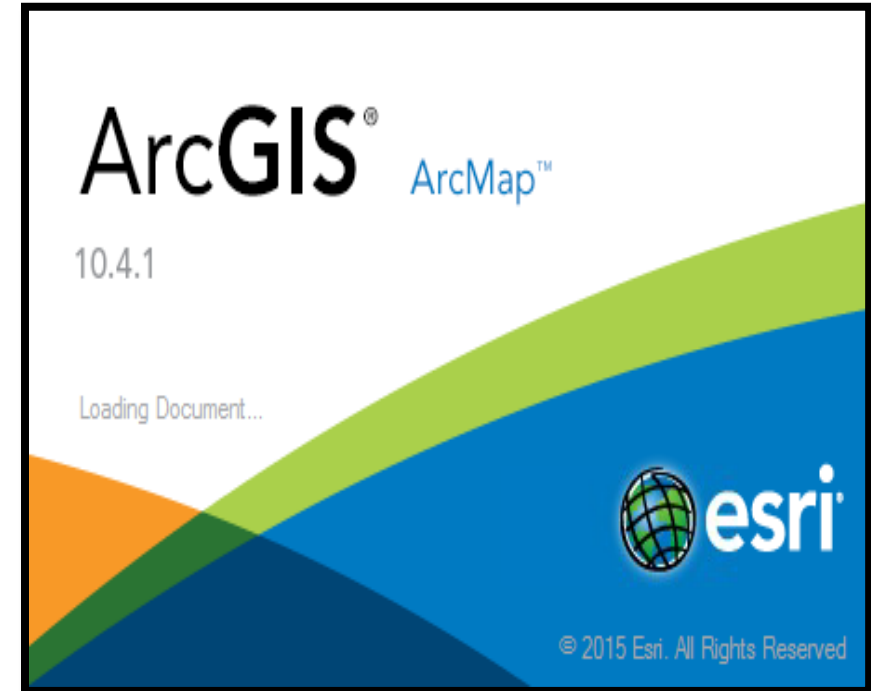
- Text Import Wizard appears.
 - Step 1 of 3 (Original data type=**Delimited** and choose **Next**).
 - Step 2 of 3 (Change Delimiters from Tab to **Comma** and choose **Next**).
 - Step 3 of 3 (Select all fields in Data preview, Change the Column data format to **Text** and choose **Finish**).
- Import Data choose **New worksheet** and **OK**.



Opening .shp files in Esri ArcGIS:

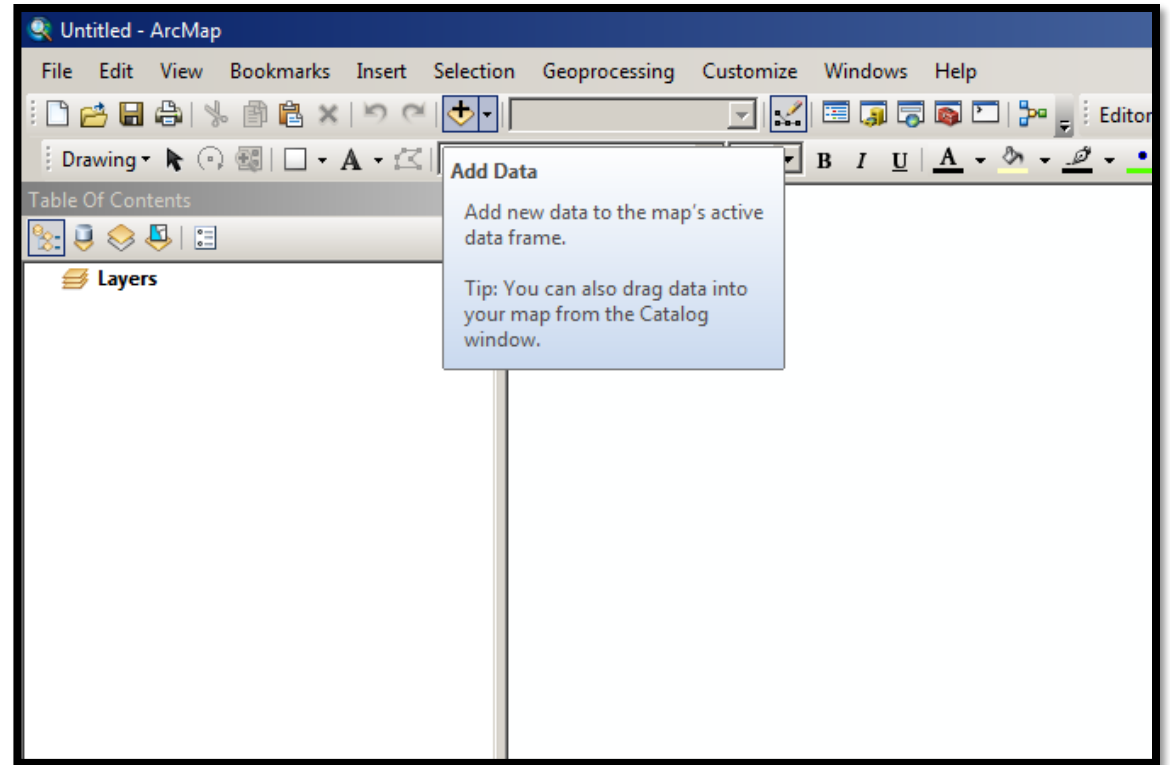
Launch ArcGIS – ArcMap

- From the Start Menu or a shortcut icon on desktop, launch ArcMap.
- A “Loading Document” window appears.



Opening .shp files in Esri ArcGIS: Setting up .mxd

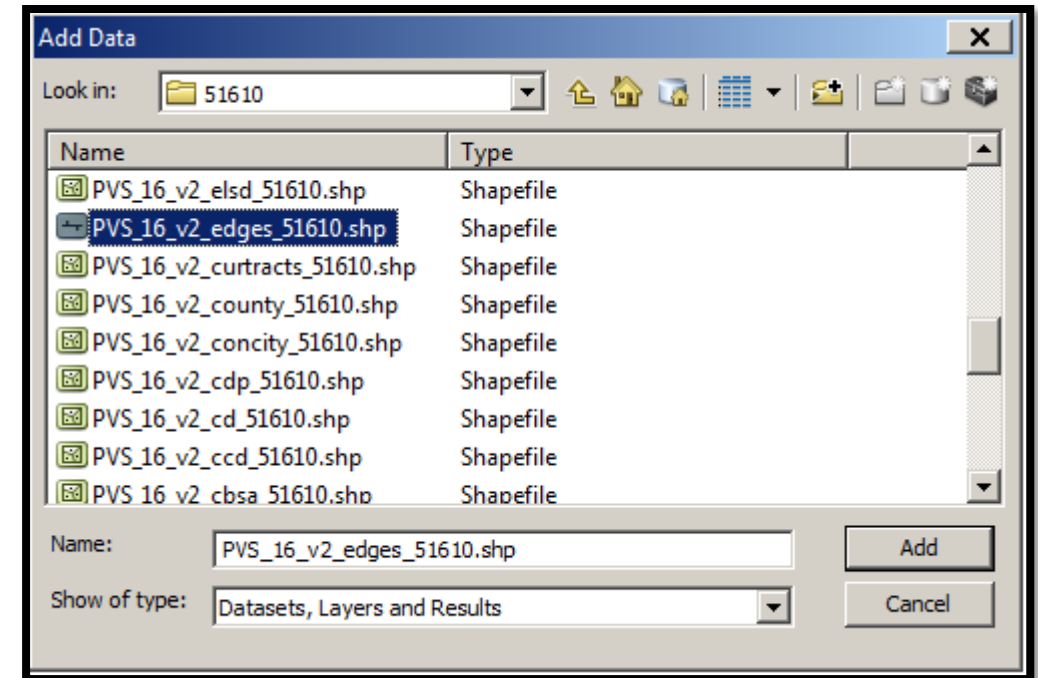
- A blank Map Document (.mxd) will open.
- Click the **Add** button to add your data to the blank .mxd.



Opening .shp files in Esri ArcGIS:

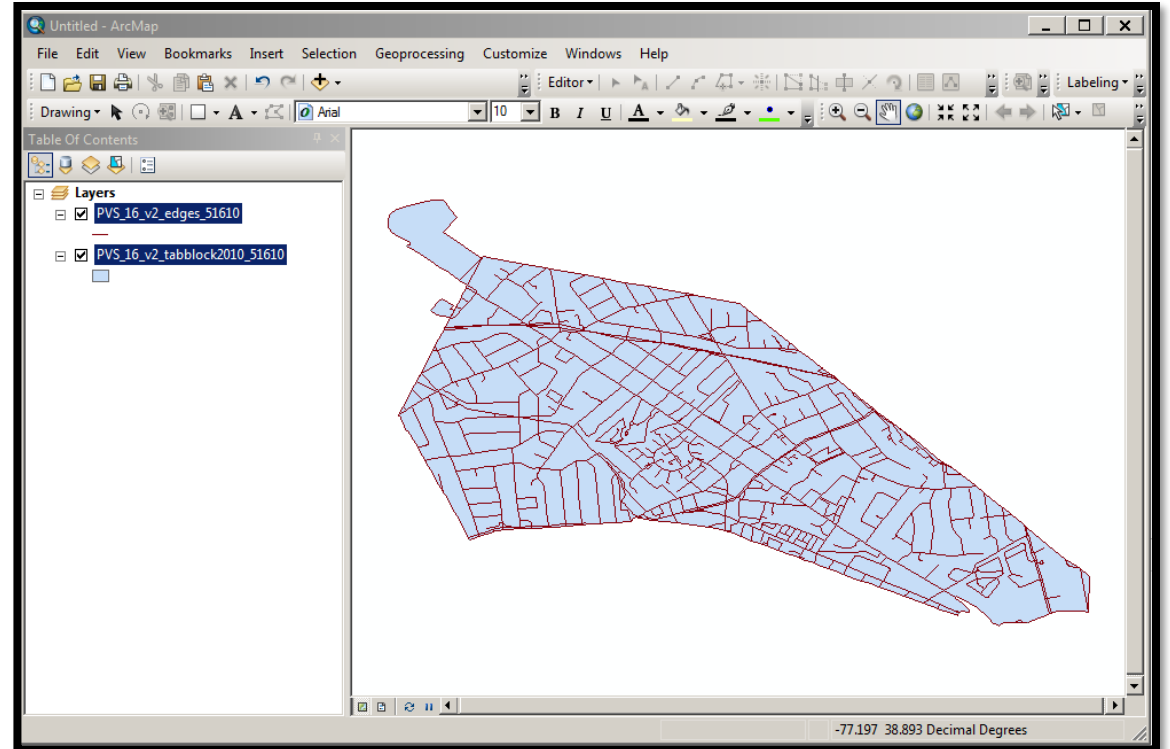
Browse and add data

- Browse for your data.
- Select the edges shapefile and the tabblock2010 shapefile and click **Add**.



Opening .shp files in Esri ArcGIS: Add Data resulting visual

- Something similar to this image appears after successfully adding the edges and tabblock2010 shapefiles.



Acceptable updates and examples

Address List action codes (ACTION):

- A – Add this address.
- C – Correct this address.
- D – Delete this address.
- J – Address is not in this jurisdiction.
- N – Address is nonresidential.

Edges shapefile change type codes (CHNG_TYPE):

- AL – Add Line.
- DL – Delete Line.
- CA – Change Attribute.

Acceptable updates and examples: “A” action code

Address List action codes (ACTION):

- **A – Add this address.**
- **C – Correct this address.**
- **D – Delete this address.**
- **J – Address is not in this jurisdiction.**
- **N – Address is nonresidential.**

Digital Map change type codes (CHNG_TYPE):

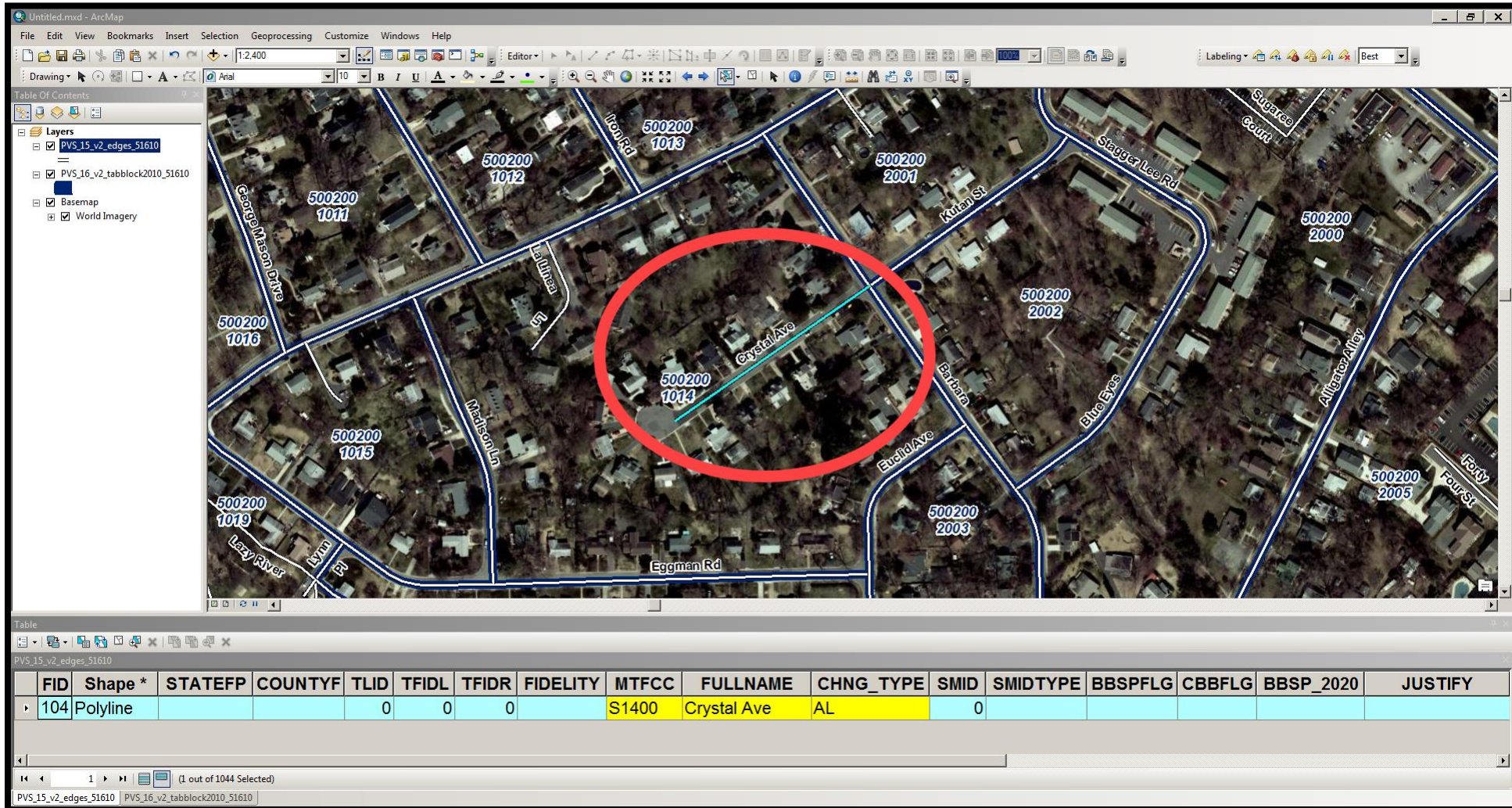
- **AL – Add Line.**
- **DL – Delete Line.**
- **CA – Change Attribute.**

"A" action code – Address List: city style addresses – adding HUs

****No Title 13 Data Displayed****

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	LINE	MA	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEC	GQ	HOUSENUMBER	STREETNAME	TM	ZIP	NA	FA	LO	NO	NO	MA	USE	LAT	LONG	CITY_STYLE
2			PL5127200	A	51	610	5002.00	1014			100	Crystal Ave		31402							B	36.22021258	-67.65562012	
3			PL5127200	A	51	610	5002.00	1014			101	Crystal Ave		31402							B	36.22022164	-67.69854001	
4			PL5127200	A	51	610	5002.00	1014			102	Crystal Ave		31402							B	36.21991998	-67.69953965	
5			PL5127200	A	51	610	5002.00	1014			103	Crystal Ave		31402							B	36.21893997	-67.70441114	
6			PL5127200	A	51	610	5002.00	1014			104	Crystal Ave		31402							B	36.21882126	-67.70402863	
7			PL5127200	A	51	610	5002.00	1014			105	Crystal Ave		31402							B	36.21879569	-67.70384974	
8			PL5127200	A	51	610	5002.00	1014			106	Crystal Ave		31402							B	36.21877321	-67.70361611	
9			PL5127200	A	51	610	5002.00	1014			107	Crystal Ave		31402							B	36.21869369	-67.70358951	
10			PL5127200	A	51	610	5002.00	1014			108	Crystal Ave		31402							B	36.21855741	-67.70349999	
11			PL5127200	A	51	610	5002.00	1014			109	Crystal Ave		31402							B	36.21851642	-67.70347657	
12			PL5127200	A	51	610	5002.00	1014			110	Crystal Ave		31402							B	36.21848999	-67.70274334	
13			PL5127200	A	51	610	5002.00	1014			111	Crystal Ave		31402							B	36.21800263	-67.69919058	
14			PL5127200	A	51	610	5002.00	1014			112	Crystal Ave		31402							B	36.21794225	-67.69914443	
15			PL5127200	A	51	610	5002.00	1014			113	Crystal Ave		31402							B	36.21794088	-67.69898816	

"AL" change type – edges shapefile: adding a street



The screenshot shows the ArcMap interface with a map of a residential area. A red circle highlights a specific parcel area. The map displays various streets and parcel numbers. A table at the bottom shows the data for the selected feature.

FID	Shape *	STATEFP	COUNTYF	TLID	TFIDL	TFIDR	FIDELITY	MTFCC	FULLNAME	CHNG_TYPE	SMID	SMIDTYPE	BBSPFLG	CBBFLG	BBSP_2020	JUSTIFY
104	Polyline			0	0	0		S1400	Crystal Ave	AL	0					

“A” action code – Address List: non-city style addresses – adding HUs

****No Title 13 Data Displayed****

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
LINE	MA	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEC	GQ	HOL	STREETNAME	AP	AR	ZIP	NA	CIL	LOCATION DESCRIPTION	NONCITYSTYLE ADDRESS	NONCITY STYLE ZIP	MA	USE	LAT	LONG	CITY_STYLE
2		PL5127200	A	51	610	5002.00	1001				Aca St						N on Aca St 2 story w/blk door .25 mile from intersection of James St		31402		L	36.19988566	-67.69891673	
3		PL5127200	A	51	610	5002.00	1001				Aca St						Red brick ranch w/carport down long driveway		31402		L	36.19996002	-67.69884699	
4		PL5127200	A	51	610	5002.00	1001											RR 3 Box 71	31402		M	36.18722842	-67.68851552	
5		PL5127200	A	51	610	5002.00	1001											RR 3 Box 89	31402		M	36.18723969	-67.68853849	

"A" action code – Address List: city style addresses – adding GQs

****No Title 13 Data Displayed****

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	LINE	MAF	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEO	GQ_FLAG	HOUSENUMBER	STREETNAME	TM	ZIP	GQ NAME	FACILITY NAME	LO CA TIO	NO NCI TYS	NO NCI TYS	MAF	USE	LAT	LONG	CITY_ STYLE
2			PL5127200	A	51	610	5001.00	2001		Y	225	Achilles Dr		31402	Pandora Hall Bldg 1	Aristotle University					B	36.20156156	-67.70114884	
3			PL5127200	A	51	610	5001.00	2001		Y	227	Achilles Dr		31402	Pandora Hall Bldg 2	Aristotle University					B	36.20156201	-67.70115436	
4			PL5127200	A	51	610	5001.00	2001		Y	229	Achilles Dr		31402	Pandora Hall Bldg 3	Aristotle University					B	36.20157984	-67.70115996	

Acceptable updates and examples: “C” action code

Address List action codes (ACTION):

- A – Add this address.
- **C – Correct this address.**
- D – Delete this address.
- J – Address is not in this jurisdiction.
- N – Address is nonresidential.

Edges shapefile change type codes (CHNG_TYPE):

- **AL – Add Line.**
- **DL – Delete Line.**
- **CA – Change Attribute.**

“C” action code

Use a **“C” action code** for the following situations:

- Incorrect state code.
- Incorrect county code.
- Incorrect census tract number.
- **Incorrect census block number.**
- **Incorrect street name (including street directional and street type information).**
- Incorrect ZIP code.
- **Include tract and block numbers (or latitude and longitude coordinates) for “unable to geocode” address records*.**

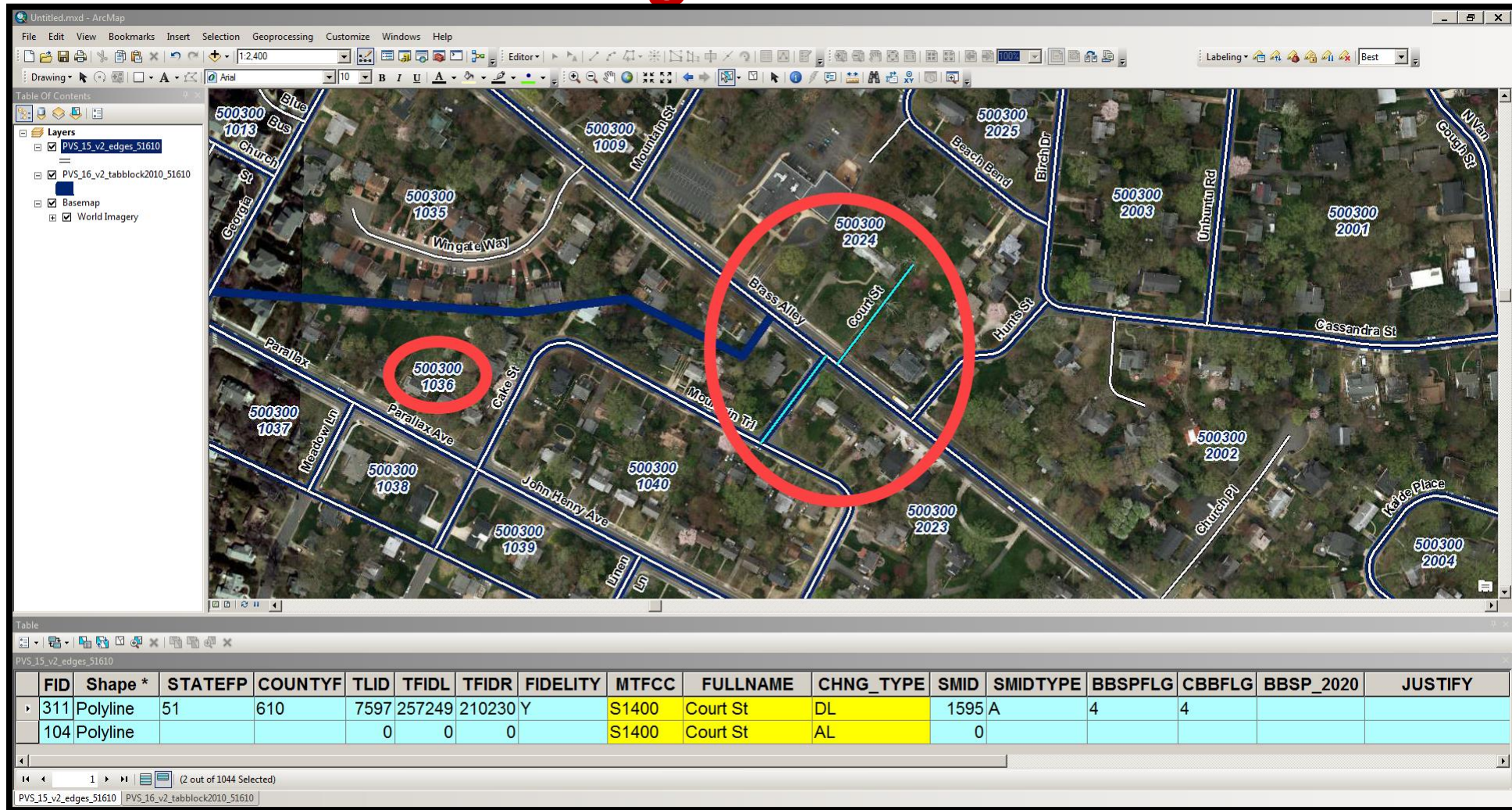
*Unable to geocode (ungeocoded) address records are missing the tract and block geocode information. These records exist for state and county participants.

"C" action code – Address List: city style address – correcting block number

****No Title 13 Data Displayed****

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X		
	LINE_												AP		GQ	FA	LO	NO	NO							
1	NUMBER	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ	HOUSENUMBER	STREETNAME	TM	ZIP	ME	ITY	CA	NC	NC	ITY	ITY	MAPSPOT	USE	LAT	LONG	CITY_
2	987	214554811	PL5127200		51	610	5003.00	2024	516115003002024		101	Court St		31402							0004		36.5023512	-67.24148856	Y	
3																										
4																										
5																										
	LINE_												AP		GQ	FA	LO	NO	NO							
6	NUMBER	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ	HOUSENUMBER	STREETNAME	TM	ZIP	ME	ITY	CA	NC	NC	ITY	ITY	MAPSPOT	USE	LAT	LONG	CITY_
7	987	214554811	PL5127200	C	51	610	5003.00	1036	516115003002024		101	Court St		31402							0004		36.50212532	-67.24165884	Y	

“DL” and “AL” change type - edges shapefile: correcting block number

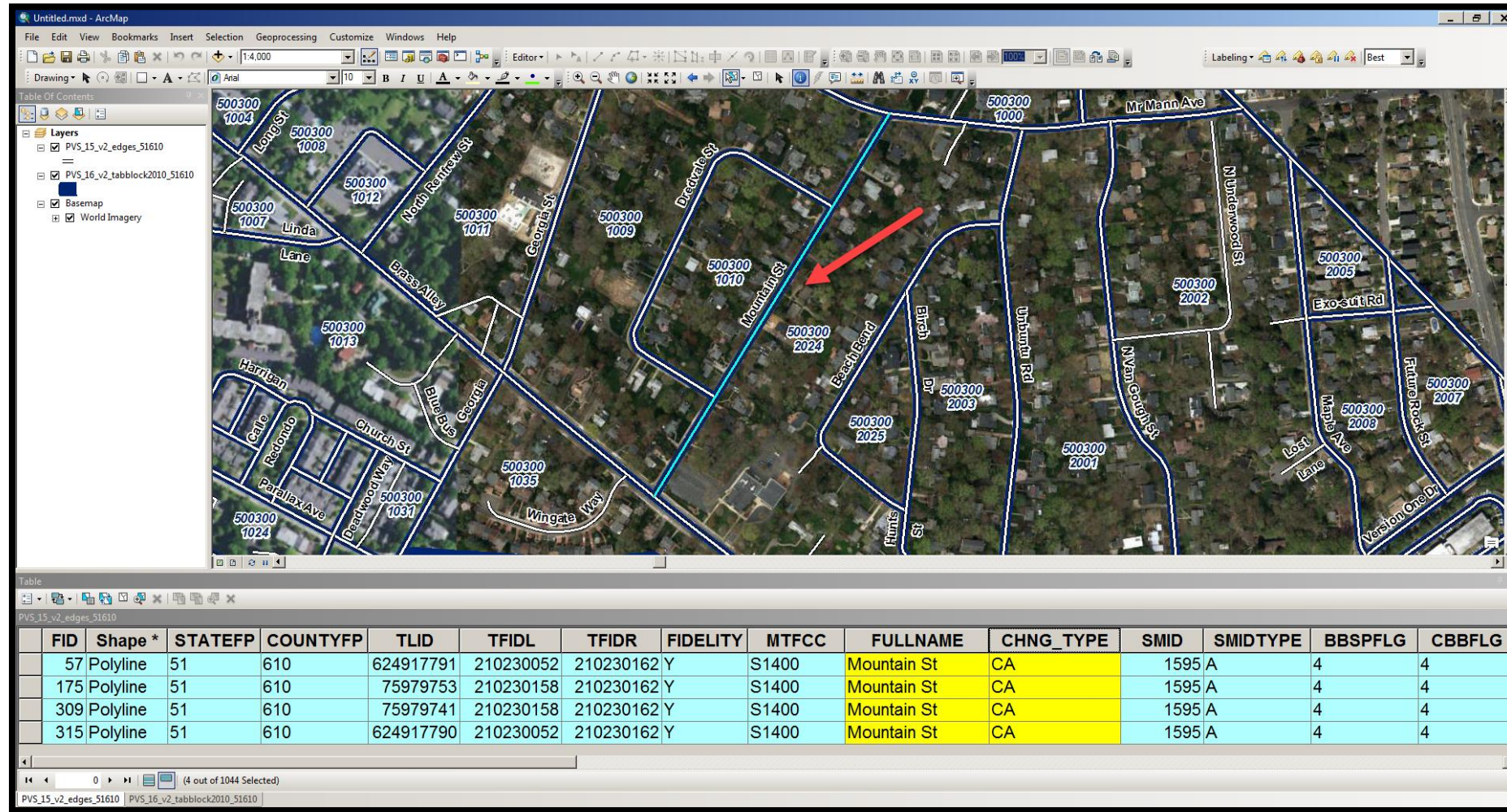


“C” action code – Address List: city style addresses – correcting street name

****No Title 13 Data Displayed****

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
1	LINE_NUMBER	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ	HOUSENUMBER	STREETNAME	AR	TM	ZIP	NA	CIL	CA	NC	NC	MAPSPOT	USE	LAT	LONG	CITY_STYLE
2	941	002200146	PL5127200		51	610	5003.00	1010	516105003001010		1201	Mount Rd			31405						0001		36.87726074	-67.16554319	Y
3	942	000040147	PL5127200		51	610	5003.00	1010	516105003001010		1203	Mount Rd			31405						0002		36.88249405	-67.18038156	Y
4	943	030900148	PL5127200		51	610	5003.00	1010	516105003001010		1207	Mount Rd			31405						0003		36.88848317	-67.18320951	Y
5	944	000045149	PL5127200		51	610	5003.00	1010	516105003001010		1209	Mount Rd			31405						0004		36.88387679	-67.16884567	Y
6	945	100000150	PL5127200		51	610	5003.00	1010	516105003001010		1211	Mount Rd			31405						0005		36.87874786	-67.16110508	Y
7	946	360000151	PL5127200		51	610	5003.00	1010	516105003001010		1215	Mount Rd			31405						0006		36.88903151	-67.18160201	Y
8	947	360000152	PL5127200		51	610	5003.00	1010	516105003001010		1217	Mount Rd			31405						0007		36.89118869	-67.18049403	Y
9	948	375441153	PL5127200		51	610	5003.00	1010	516105003001010		1219	Mount Rd			31405						0008		36.87860859	-67.16937895	Y
10	949	215541154	PL5127200		51	610	5003.00	1010	516105003001010		1221	Mount Rd			31405						0009		36.87580391	-67.16444391	Y
11	950	241785155	PL5127200		51	610	5003.00	1010	516105003001010		1225	Mount Rd			31405						0010		36.88877500	-67.16657160	Y
12																									
13																									
14																									
15	LINE_NUMBER	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ	HOUSENUMBER	STREETNAME	AR	TM	ZIP	NA	CIL	CA	NC	NC	MAPSPOT	USE	LAT	LONG	CITY_STYLE
16	941	002200146	PL5127200	C	51	610	5003.00	1010	516105003001010		1201	Mountain St			31405						0001		36.87726074	-67.16554319	Y
17	942	000040147	PL5127200	C	51	610	5003.00	1010	516105003001010		1203	Mountain St			31405						0002		36.88249405	-67.18038156	Y
18	943	030900148	PL5127200	C	51	610	5003.00	1010	516105003001010		1207	Mountain St			31405						0003		36.88848317	-67.18320951	Y
19	944	000045149	PL5127200	C	51	610	5003.00	1010	516105003001010		1209	Mountain St			31405						0004		36.88387679	-67.16884567	Y
20	945	100000150	PL5127200	C	51	610	5003.00	1010	516105003001010		1211	Mountain St			31405						0005		36.87874786	-67.16110508	Y
21	946	360000151	PL5127200	C	51	610	5003.00	1010	516105003001010		1215	Mountain St			31405						0006		36.88903151	-67.18160201	Y
22	947	360000152	PL5127200	C	51	610	5003.00	1010	516105003001010		1217	Mountain St			31405						0007		36.89118869	-67.18049403	Y
23	948	375441153	PL5127200	C	51	610	5003.00	1010	516105003001010		1219	Mountain St			31405						0008		36.87860859	-67.16937895	Y
24	949	215541154	PL5127200	C	51	610	5003.00	1010	516105003001010		1221	Mountain St			31405						0009		36.87580391	-67.16444391	Y
25	950	241785155	PL5127200	C	51	610	5003.00	1010	516105003001010		1225	Mountain St			31405						0010		36.88877500	-67.16657160	Y

“CA” change type – edges shapefile: correcting street name



“C” action code – Address List:

city style addresses – correcting ungeocoded records

No Title 13 Data Displayed

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	LINE_ NUMBER	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEC	GQ	HOUSENUMBER	STREETNAME	AP AR	ZIP	GQ NA	FA CIL	LO CA	NO NC	NO NC	MA	USE	LAT	LONG	CITY_ STYLE
2	2090	100200301	CO51610	C	51	610	5003.00	1000			2501	Oliver Ave		31402								36.54239968	-67.98615562	Y
3	2091	100200302	CO51610	C	51	610	5003.00	1000			2505	Oliver Ave		31402								36.54235541	-67.98598865	Y
4	2092	100200303	CO51610	C	51	610	5003.00	1000			2507	Oliver Ave		31402								36.54226674	-67.98589156	Y
5	2093	100200304	CO51610	C	51	610	5003.00	1000			2509	Oliver Ave		31402								36.54213112	-67.98581426	Y
6	2094	100200305	CO51610	C	51	610	5003.00	1000			2515	Oliver Ave		31402								36.54200085	-67.98575532	Y
7	2095	100200306	CO51610	C	51	610	5003.00	1000			2517	Oliver Ave		31402								36.54198882	-67.98568756	Y
8	2096	100200307	CO51610	C	51	610	5003.00	1000			2523	Oliver Ave		31402								36.54185562	-67.98558104	Y
9	2097	100200308	CO51610	C	51	610	5003.00	1000			2525	Oliver Ave		31402								36.54149999	-67.98550019	Y
10	2098	100200309	CO51610	C	51	610	5003.00	1000			2531	Oliver Ave		31402								36.54123364	-67.98547774	Y
11	2099	100200310	CO51610	C	51	610	5003.00	1000			2537	Oliver Ave		31402								36.54119945	-67.98541971	Y

Acceptable updates and examples: “D” action code

Address List action codes (ACTION):

- A – Add this address.
- C – Correct this address.
- **D – Delete this address.**
- J – Address is not in this jurisdiction.
- N – Address is nonresidential.

Edges shapefile change type codes (CHNG_TYPE):

- AL – Add Line.
- **DL – Delete Line.**
- CA – Change Attribute.

“D” action code

- Use a **“D” action code** for the following situations:
 - Residential address no longer exists, is uninhabitable, or is a duplicate.
 - **Street, or section of street, no longer exists (and addresses along street no longer exist).**
 - Incorrect house number or **incorrect apartment/unit number.**
 - **Housing Unit, Multiunit, or Group Quarters Conversions:**
 - **Housing unit converted to a multiunit structure or group quarters.**
 - Multiunit structure converted to a housing unit or group quarters.
 - Group quarters converted to a housing unit or multiunit structure.
- Do not modify any other fields.

“D” action code – Address List: city style addresses – deleting addresses

****No Title 13 Data Displayed****

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	LINE_NUMBER	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ	HOUSENUMBER	STREETNAME	AP AR	ZIP	GQ NA	FA CIL	LO CA	NO NC	NO NC	MA	USE	LAT	LO	CITY_STYLE
2	844	024510332	PL5127200	D	51	610	5002.00	3012	516105002003012		500	Donahue St		31408										Y
3	845	025468521	PL5127200	D	51	610	5002.00	3012	516105002003012		502	Donahue St		31408										Y
4	846	026347810	PL5127200	D	51	610	5002.00	3012	516105002003012		504	Donahue St		31408										Y
5	847	024598100	PL5127200	D	51	610	5002.00	3012	516105002003012		506	Donahue St		31408										Y
6	848	025531499	PL5127200	D	51	610	5002.00	3012	516105002003012		508	Donahue St		31408										Y

“D” and “A” action codes – Address List: city style addresses –incorrect apartment units

****No Title 13 Data Displayed****

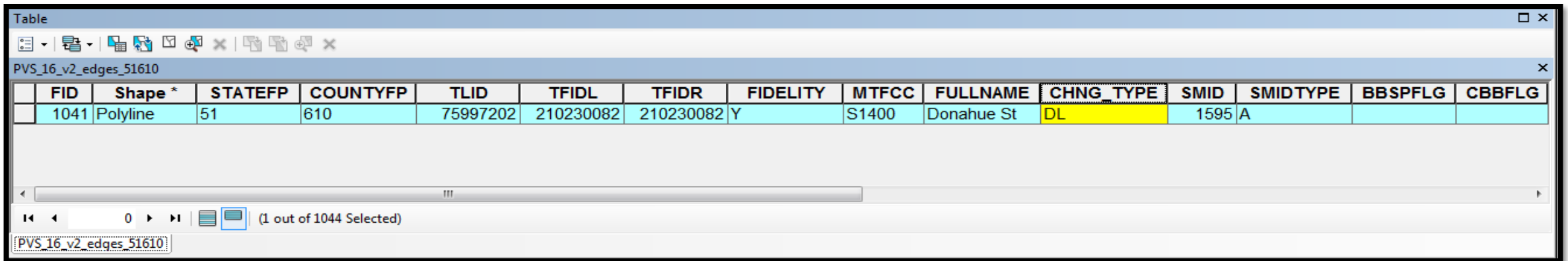
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	LINE_	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ	HOUSENUMBER	STREETNAME	APARTMENT	ZIP	QUARTER	PRECINCT	LOT	UNIT	UNIT	MAPSPOT	USE	LAT	LONG	CITY_
2	NUMBER												UNIT		ME	ITY	TI	ITY	ITY					STYLE
2	124	000000505	PL5127200	D	51	610	5001.00	1030	516105001001030		1935	Eggman Rd	A	31407						0001		36.88574596	-67.17556610	Y
3	125	000000506	PL5127200	D	51	610	5001.00	1030	516105001001030		1935	Eggman Rd	B	31407						0001		36.88574596	-67.17556610	Y
4	126	000000507	PL5127200	D	51	610	5001.00	1030	516105001001030		1935	Eggman Rd	C	31407						0001		36.88574596	-67.17556610	Y
5	127	000000508	PL5127200	D	51	610	5001.00	1030	516105001001030		1935	Eggman Rd	D	31407						0001		36.88574596	-67.17556610	Y
6			PL5127200	A	51	610	5001.00	1030			1935	Eggman Rd	101	31407						0001	M	36.88574596	-67.17556610	
7			PL5127200	A	51	610	5001.00	1030			1935	Eggman Rd	102	31407						0001	M	36.88574596	-67.17556610	
8			PL5127200	A	51	610	5001.00	1030			1935	Eggman Rd	103	31407						0001	M	36.88574596	-67.17556610	
9			PL5127200	A	51	610	5001.00	1030			1935	Eggman Rd	104	31407						0001	M	36.88574596	-67.17556610	

“D” and “A” action codes – Address List: city style addresses – HU converted to multiunit

****No Title 13 Data Displayed****

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	LINE_	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ	HOUSENUMBER	STREETNAME	APARTMENT	ZIP	NA	PA	LO	NO	NO	MAPSPOT	USE	LAT	LONG	CITY_
2	NUMBER												UNIT		ME	ITY	TI	ITY	ITY					STYLE
2	224	000000599	PL5127200	D	51	610	5001.00	1034	516105001001034		3501	Leon Rd		31407						0010		36.43412557	-67.75415682	Y
3			PL5127200	A	51	610	5001.00	1034			3501	Leon Rd	Apt 101	31407							M	36.43412557	-67.75415682	
4			PL5127200	A	51	610	5001.00	1034			3501	Leon Rd	Apt 102	31407							M	36.43412557	-67.75415682	
5			PL5127200	A	51	610	5001.00	1034			3501	Leon Rd	Apt 103	31407							M	36.43412557	-67.75415682	
6			PL5127200	A	51	610	5001.00	1034			3501	Leon Rd	Apt 104	31407							M	36.43412557	-67.75415682	

“DL” change type – edges shapefile: deleting a street



FID	Shape *	STATEFP	COUNTYFP	TLID	TFIDL	TFIDR	FIDELITY	MTFCC	FULLNAME	CHNG_TYPE	SMID	SMIDTYPE	BBSPFLG	CBBFLG
1041	Polyline	51	610	75997202	210230082	210230082	Y	S1400	Donahue St	DL	1595	A		

(1 out of 1044 Selected)

PVS_16_v2_edges_51610

Acceptable updates and examples: “J” action code

Address List action codes (ACTION):

- A – Add this address.
- C – Correct this address.
- D – Delete this address.
- **J – Address is not in this jurisdiction.**
- N – Address is nonresidential.

Edges shapefile change type codes (CHNG_TYPE):

- AL – Add Line.
- DL – Delete Line.
- CA – Change Attribute.

“J” action code

- Use a “J” action code to flag residential addresses that are not in your jurisdiction.
- Use for city style, non-city style, and ungeocoded address records.
- **Do not make modifications** to any other fields.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	LINE_	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEO ID	GQ_	HOUSE	STREETNAME	APA	ZIP	GQ	FAC	LOC	NO	NO	MA	USE	LAT	LO	CITY-
2	NUMBER									FL	NUMBER		RT		NA	ILIT	ATI	NCI	NCI	PSP			NG	STYLE
454	99995555	PL5127200	J	51	610	5001.00	2001	516105001002001			3526	Pueblo Trl		31402										Y
455	99995556	PL5127200	J	51	610	5001.00	2001	516105001002001			3528	Pueblo Trl		31402										Y

Acceptable updates and examples: “N” action code

Address List action codes (ACTION):

- A – Add this address.
- C – Correct this address.
- D – Delete this address.
- J – Address is not in this jurisdiction.
- **N – Address is nonresidential.**

Edges shapefile change type codes (CHNG_TYPE):

- AL – Add Line.
- DL – Delete Line.
- CA – Change Attribute.

“N” action code

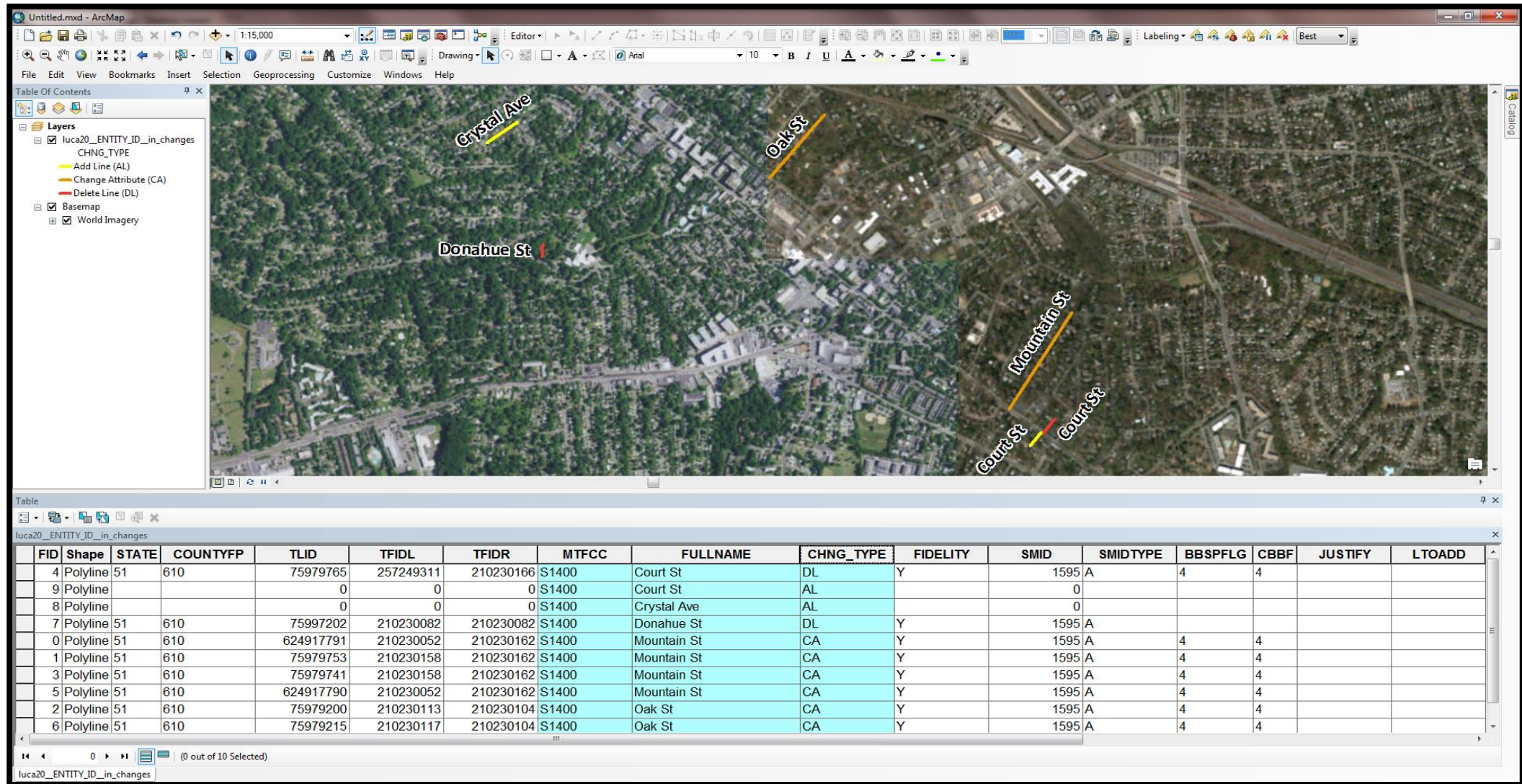
- Use an “**N**” **action code** to flag addresses used for purposes other than residential such as:
 - Businesses, Schools, Churches, and Government offices.
- Ensure that the structure does not contain a housing unit.
- Use for city style, non-city style, and ungeocoded address records.
- **Do not make modifications** to any other fields.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	LINE_	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEO ID	GQ_	HOUSE		RT		GQ	ILIT	ATI	NCI	NCI	MA			LO	CITY-
2	NUMBER									FL	NUMBER	STREETNAME	ME	ZIP	NA	Y	ON	TYS	NCI	PSP	USE	LAT	NG	STYLE
	688	989866571	PL5127200	N	51	610	5002.00	2000	516105002002000	AG	202	Cassiopeia Dr	NT	31402										Y

Summary of Address List updates

LINE_	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ_FLAG	HOUSENUMBER	STREETNAME	APARTMENT	UNIT	ZIP	GQ NAME	FACILITY	LOCATION DESCRIPTION	NONCITYSTYL	NONCITYS	MAPSPOT	USE	LAT	LONG	CITY_
NUMBER																		E ADDRESS	TYLE ZIP					STYLE
		PL5127200	A	51	610	5002.00	1014			100	Crystal Ave			31402							B	36.2202126	-67.6556201	
		PL5127200	A	51	610	5002.00	1014			111	Crystal Ave			31402							B	36.2180026	-67.6991906	
		PL5127200	A	51	610	5002.00	1014			112	Crystal Ave			31402							B	36.2179423	-67.6991444	
		PL5127200	A	51	610	5002.00	1014			113	Crystal Ave			31402							B	36.2179409	-67.6989882	
		PL5127200	A	51	610	5001.00	2001		Y	225	Achilles Dr			31402	Pandora Hall Bldg 1	Aristotle University					B	36.2015616	-67.7011488	
		PL5127200	A	51	610	5001.00	2001		Y	227	Achilles Dr			31402	Pandora Hall Bldg 2	Aristotle University					B	36.201562	-67.7011544	
		PL5127200	A	51	610	5001.00	2001		Y	229	Achilles Dr			31402	Pandora Hall Bldg 3	Aristotle University					B	36.2015798	-67.70116	
		PL5127200	A	51	610	5001.00	1030			1935	Eggman Rd	101		31407						0001	M	36.88574596	-67.17556610	
		PL5127200	A	51	610	5001.00	1030			1935	Eggman Rd	102		31407						0001	M	36.88574596	-67.17556610	
		PL5127200	A	51	610	5001.00	1030			1935	Eggman Rd	103		31407						0001	M	36.88574596	-67.17556610	
		PL5127200	A	51	610	5001.00	1030			1935	Eggman Rd	104		31407						0001	M	36.88574596	-67.17556610	
		PL5127200	A	51	610	5001.00	1034			3501	Leon Rd	Apt 101		31407							M	36.43412557	-67.75415682	
		PL5127200	A	51	610	5001.00	1034			3501	Leon Rd	Apt 102		31407							M	36.43412557	-67.75415682	
		PL5127200	A	51	610	5001.00	1034			3501	Leon Rd	Apt 103		31407							M	36.43412557	-67.75415682	
		PL5127200	A	51	610	5001.00	1034			3501	Leon Rd	Apt 104		31407							M	36.43412557	-67.75415682	
		PL5127200	A	51	610	5002.00	1001				Aca St						N on Aca St 2 story w/blk door .25 mile from intersection of James St		31402		L	36.1998857	-67.6989167	
		PL5127200	A	51	610	5002.00	1001				Aca St						Red brick ranch w/carport down long driveway		31402		L	36.19996	-67.698847	
		PL5127200	A	51	610	5002.00	1001											RR 3 Box 71	31402		M	36.1872284	-67.6885155	
		PL5127200	A	51	610	5002.00	1001											RR 3 Box 89	31402		M	36.1872397	-67.6885385	
941	002200146	PL5127200	C	51	610	5003.00	1010	516105003001010		1201	Mountain St			31405						0001		36.87726074	-67.16554319	Y
942	000040147	PL5127200	C	51	610	5003.00	1010	516105003001010		1203	Mountain St			31405						0002		36.88249405	-67.18038156	Y
987	214554811	PL5127200	C	51	610	5003.00	1036	516115003002024		101	Court St			31402						0004		36.5021253	-67.2416588	Y
2090	100200301	CO51610	C	51	610	5003.00	1000			2501	Oliver Ave			31402								36.5423997	-67.98615562	Y
2099	100200310	CO51610	C	51	610	5003.00	1000			2537	Oliver Ave			31402								36.5411995	-67.98541971	Y
124	000000505	PL5127200	D	51	610	5001.00	1030	516105001001030		1935	Eggman Rd	A		31407						0001		36.88574596	-67.17556610	Y
127	000000508	PL5127200	D	51	610	5001.00	1030	516105001001030		1935	Eggman Rd	D		31407						0001		36.88574596	-67.17556610	Y
224	000000599	PL5127200	D	51	610	5001.00	1034	516105001001034		3501	Leon Rd			31407						0010		36.43412557	-67.75415682	Y
844	024510332	PL5127200	D	51	610	5002.00	3012	516105002003012		500	Donahue St			31408										Y
848	025531499	PL5127200	D	51	610	5002.00	3012	516105002003012		508	Donahue St			31408										Y
454	99995555	PL5127200	J	51	610	5001.00	2001	516105001002001		3526	Pueblo Trl			31402										Y
455	99995556	PL5127200	J	51	610	5001.00	2001	516105001002001		3528	Pueblo Trl			31402										Y
688	989866571	PL5127200	N	51	610	5002.00	2000	516105002002000		202	Cassiopeia Dr			31402										Y

Summary of edges shapefile updates



Preparing updated materials for submission

- Address materials.
- Map materials.
- Accompanying paperwork.

Address materials – sorting and saving

- Ensure complete with all updates.
- Re-sort address list by ACTION field.
- Save only records with entry in ACTION field to new file.
- Name the new file
“luca20_<EntityID>_changes_addresses.xxx” (where EntityID is entity identification code from LUCA materials and xxx is the file extension .csv, .txt, .xls, or .xlsx).
- Save to location for easy retrieval for submission and next steps.

Address materials – keeping secure

- Make copy of new file for use during the feedback phase.
- All address list materials (original and copy) are Title 13.
- Keep secure according to *Confidentiality and Security Guidelines (D-2004)*.

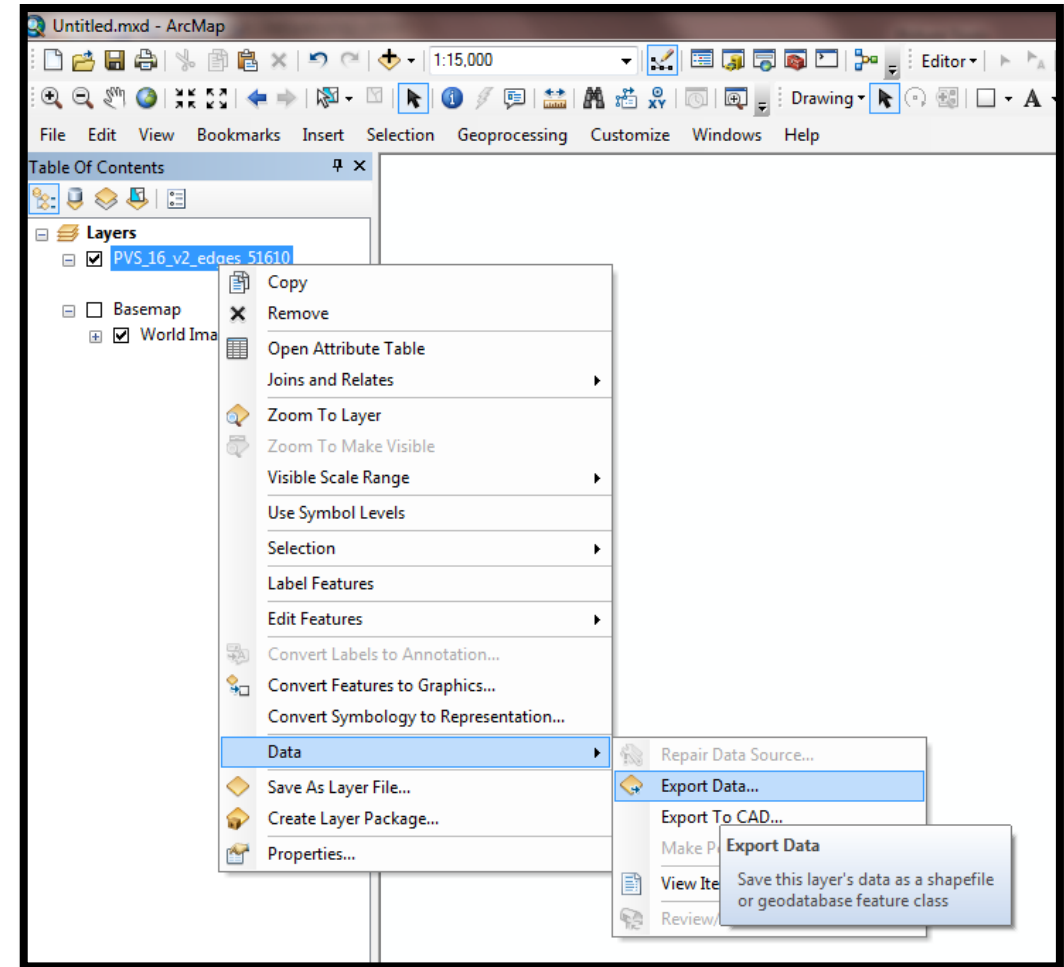
Address materials – assembling and organizing

- Navigate to directory where “luca20_<EntityID>_changes_addresses.xxx” resides (where EntityID is entity identification code from LUCA materials and xxx is the file extension .csv, .txt, or .xls).
- Zip the changes address file, name the zip file “luca20_<EntityID>_changes_addresses_return.zip”.
 - Password protection required because Title 13 material.
 - Use case sensitive password provided with original materials.
- Copy the zip file to CD/DVD if shipping submission with paper map materials, or ready the zip file for submission via U.S. Census Bureau’s secure online web application.

Map materials – digital:

Exporting updates

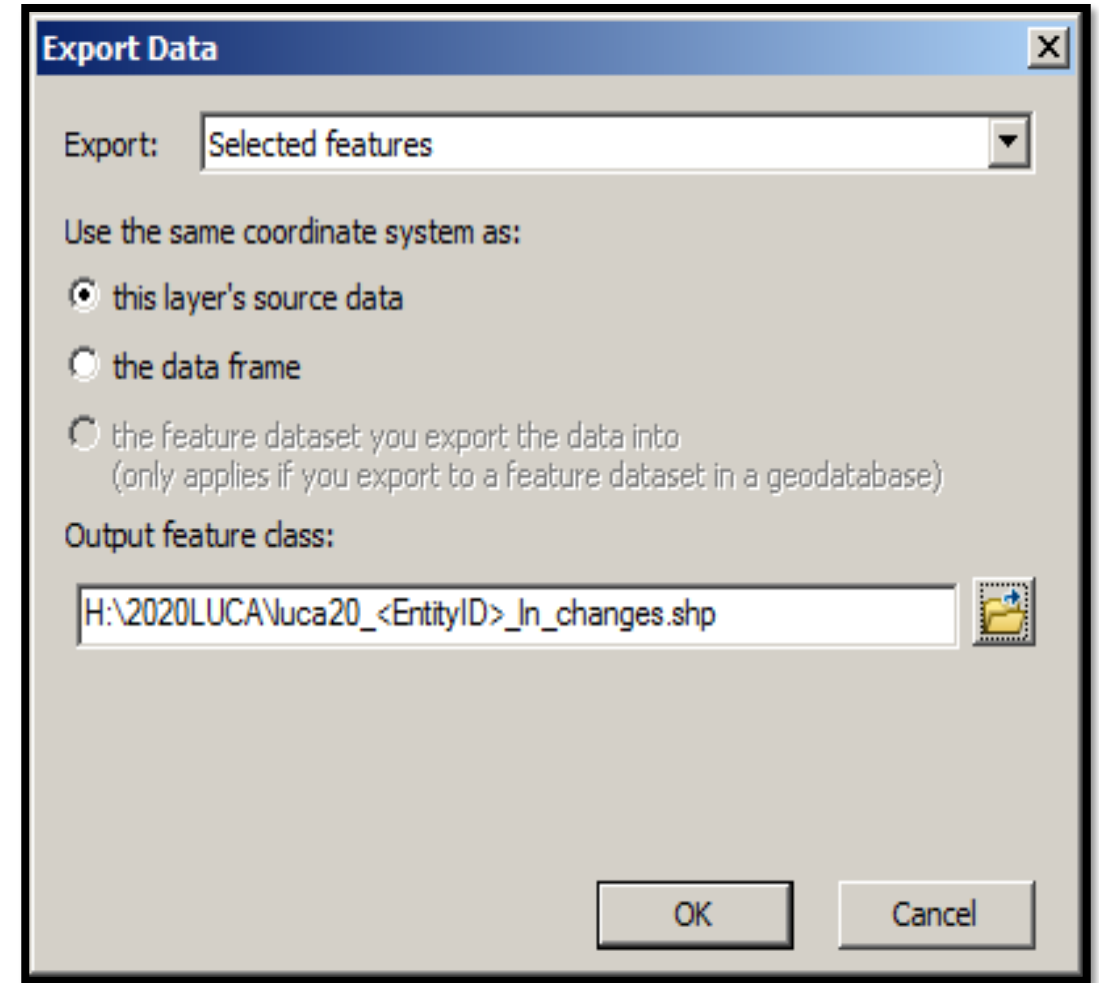
- Ensure complete with all updates.
- Select edges with value in CHNG_TYPE field.
- Export selected edges into new shapefile.



Map materials – digital:

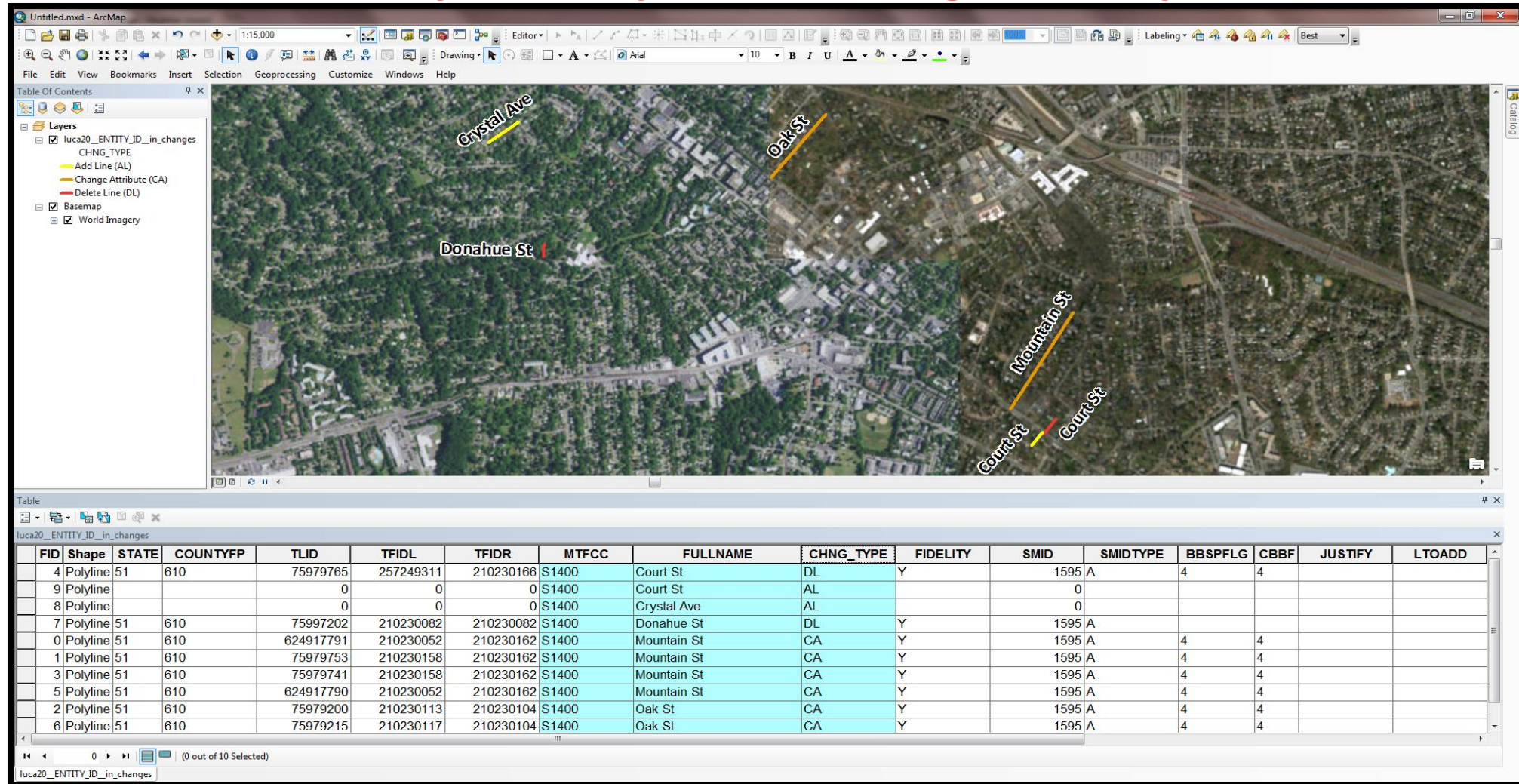
Saving updates

- Ensure “Selected features” in “Export Data” window.
- Name new shapefile “luca20_<EntityID>_ln_changes.shp”, where EntityID matches entity identification code in LUCA materials and *where “ln” is a lowercase “el”, not a capital “eye”*.
- Save to location for easy retrieval for submission and next steps.



Map materials – digital:

Example – updated edges shapefile



Map materials – digital:

Assembling and organizing

- Navigate to directory where “luca20_<EntityID>_ln_changes.shp” resides.
- Zip the changes shapefile and all associated components (metadata, .cpg, .dbf, .sbx, .shx, .shp, etc.).
 - Esri customers use ArcCatalog to ensure all components are bundled correctly; other GIS software customers must ensure all components are included within the zip file.
- Name zip file “luca20_<EntityID>_ln_changes_return.zip”.
 - Password protection not required, because not Title 13.
- Copy the zip file to CD/DVD if shipping submission, or stage the zip file for submission via Census Bureau’s secure online web application.

Accompanying paperwork

- *Inventory Form for the Return/Submission of LUCA Updated Materials (D-2011).*
- Provide with submission either as hardcopy or zipped on CD/DVD or with Secure Web Incoming Module (SWIM).
- Keep copies for your records.

The image shows a form titled "INVENTORY FORM FOR THE RETURN/SUBMISSION OF MATERIALS 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)". The form is from the U.S. Department of Commerce, Economics and Statistics Administration, U.S. Census Bureau. It includes fields for "Entity ID" and "Government Name". Below the title, there is a section for "A. Paper Address List:" with checkboxes for "Census Bureau Address List number of updated pages" and "Address List Add Page number of updated pages". There is also a section for "B. Digital Address List:" with a checkbox for "Census Bureau Address List File— Specify file name" and a field for "Number of updated address records". A section for "C. Paper Maps:" includes a field for "Number of updated map sheets". Finally, a section for "D. Government shapefile:" has a checkbox. The form also includes a header with "FORM D-2011 (2-16-2017)" and "OMB No. 0607-0994; Approval Expires 12/31/2019".

Shipping instructions:

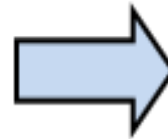
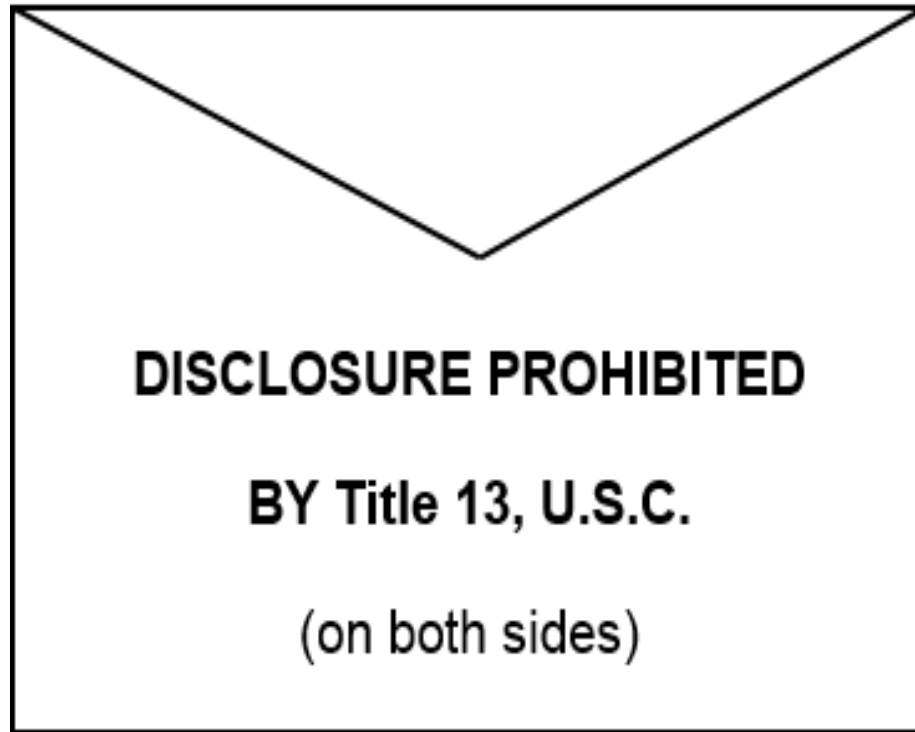
Submissions with updated digital map materials

- Ensure to include:
 - CD/DVD of zipped updated address list and zipped updated edges shapefile.
 - Completed D-2011, either hardcopy or as its own zipped file on same CD/DVD.
- Use mailing label included with original materials to ship to National Processing Center in Jeffersonville, IN.
- For any shipping uncertainty, consult Respondent Guide or contact the help desk.

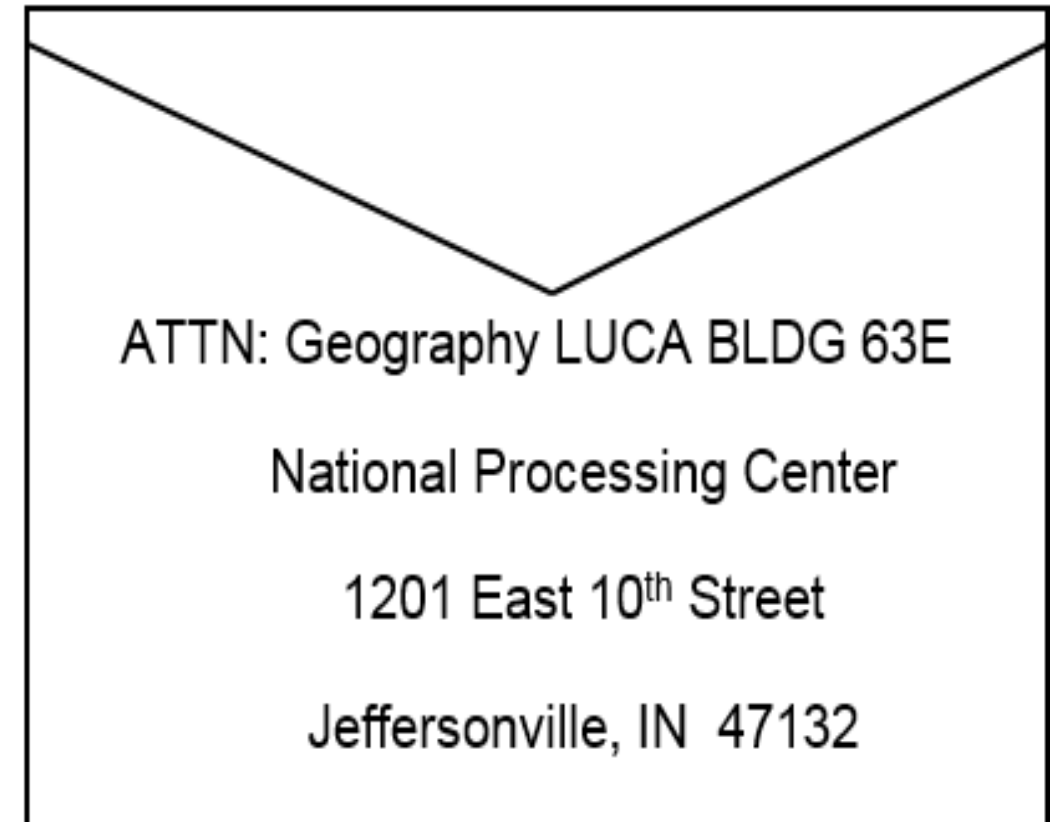
Shipping instructions:

Title 13 details – double wrap visual

INNER ENVELOPE



OUTER ENVELOPE



SWIM introduction

- Official web portal for uploading materials to Census Bureau.
- Used for other programs in addition to LUCA.
- Accounts are people based, not entity based.
- 12 digit registration token to establish account provided by Census Bureau.
- Only accepts .ZIP files.
- Size limitation of 250 megabytes.

Next steps – Census Bureau

- Processes submission for validation.
- Ships feedback materials in Summer 2019.
- Begins outreach to close out LUCA operation.
 - Must confirm destruction or return of all Title 13 materials, including originals and copies.
 - Must receive signed *Destruction or Return of Title 13 Materials Form (D-2012)* that includes signatures from liaison and all reviewers.
 - *Confidentiality and Security Guidelines (D-2004)* outlines approved destruction methods and process for return of materials.

Next steps – participant

- Filing an appeal is optional.
- Agree with feedback materials, then participation ends.
 - Send D-2012 to confirm destruction, or if choose to return materials, do so quickly.
- Notify OMB LUCA Appeals Office of disagreement with feedback materials.
 - Appeals Office works with participant and Census Bureau to resolve disagreement.
 - Once appeals process concludes, participants must destroy or return materials and submit signed *Destruction or Return of Title 13 Materials* Form (D-2012) that includes signatures from liaison and all reviewers.

Next steps – *Destruction or Return of Title 13 Materials Form (D-2012)*

FORM D-2012 (3-8-2017) OMB No. 0607-0994, Approval Expires 12/31/2019

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Entity ID _____
Government Name _____

**DESTRUCTION OR RETURN OF TITLE 13,
UNITED STATES CODE MATERIALS FORM
2020 CENSUS LOCAL UPDATE OF CENSUS
ADDRESSES OPERATION (LUCA)**

Please complete this form and return it via email to GEO.2020.LUCA@census.gov or in the enclosed postage paid, preaddressed envelope.

All LUCA Operation liaisons, reviewers, and anyone with access to Title 13, United States Code LUCA materials must sign and date this form at the conclusion of your government's participation in LUCA. Should any liaison, reviewer, or anyone with access to Title 13, U.S.C. LUCA materials leave before the completion of LUCA, they must sign and date this form. If any liaison, reviewer, or anyone with access to Title 13 LUCA materials are unable to sign and date this form, the current liaison must sign and date on their behalf.

A. LUCA Liaison Destruction or Return of Title 13 Materials

I certify by my signature that I have properly destroyed or returned to the U.S. Census Bureau, the original LUCA Title 13 materials and any copies using the security requirements provided to my government by the Census Bureau.

Mark (X) one. ☐ Destroyed Title 13, LUCA materials (Preferred method)
☐ Returned Title 13, LUCA materials

Printed Name of the LUCA Liaison _____
Signature of the LUCA Liaison _____ Date _____
Month Day Year

B. LUCA Reviewers and Anyone With Access to Title 13 Materials

Printed Name _____
Signature _____ Date _____
Month Day Year

Printed Name _____
Signature _____ Date _____
Month Day Year

Printed Name _____
Signature _____ Date _____
Month Day Year

Printed Name _____
Signature _____ Date _____
Month Day Year

Section B continued on the reverse

B. LUCA Reviewers and Anyone With Access to Title 13 Materials - Continued

Printed Name _____
Signature _____ Date _____
Month Day Year

Printed Name _____
Signature _____ Date _____
Month Day Year

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Signature _____ Date _____
Month Day Year

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Month Day Year

Printed Name _____
Signature _____ Date _____
Month Day Year

FORM D-2012 (3-8-2017) **If you require more signatures, you may duplicate this form.**

Connect with us



Sign up for and manage alerts:
<https://public.govdelivery.com/accounts/USCENSUS/subscriber/new>



facebook.com/uscensusbureau



More information on the 2020 Census Memorandum Series:
<https://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/memo-series.html>



twitter.com/uscensusbureau



youtube.com/user/uscensusbureau



More information on the 2020 Census:
<https://www.census.gov/2020census>



instagram.com/uscensusbureau



More information on the American Community Survey:
<https://www.census.gov/programs-surveys/acs/>



pinterest.com/uscensusbureau

Support and assistance

- Visit the 2020 LUCA website:
[<https://www.census.gov/geo/partnerships/luca.html>](https://www.census.gov/geo/partnerships/luca.html)
 - Frequently Asked Questions document.
- Contact us:
 - Geographic Programs Support Desk toll-free telephone number: 1-844-344-0169.
 - Email [<GEO.2020.LUCA@census.gov>](mailto:GEO.2020.LUCA@census.gov).
 - New York Geography Office: (212) 584-3430,
New.York.Geography@census.gov